



SharePoint User Manual

Updated June 2013

The screenshot shows the homepage of the NEMESIS Technical Assistance Center (TAC) SharePoint site. The top navigation bar includes links for 'Browse' (selected), 'Page', and 'NEM spTest1'. The main content area features the NEMESIS logo and the text 'The NEMESIS TAC ▶ Home'. The left sidebar contains a navigation menu with links to 'National', 'XSD', 'Custom Elements', 'Suggested List', 'National Rules', 'Alabama', 'XSD', 'Custom Elements', 'State Info', 'State Rules', 'Recycle Bin', and 'All Site Content'. The main content area includes a 'NEMESIS Timeline' section with a red notice about Q4 2012 data submission and a 'NEMESIS News' section with a link to the NEMESIS V3 becoming compliant page.

NEMESIS Timeline

NEMESIS data for Q4 of 2012 is due by March 1! Please contact your software vendor or state representative to ensure that Q4 data has been submitted to the NEMESIS TAC. We are still waiting for Q3 & Q4 data from a few states. Your submission status and record count can be viewed through "View National Reports" then choose "Data Quality" at: <http://www.nemesis.org/reportingTools/reports/nationalReports/accessReports.html>

NEMESIS News

Are you ready to move to v3? Version 3 is the new EMS industry data standard for the collection of data. Some states will be ahead of the pack and are identifying the state v3 elements and requirements. These trail blazing states will be ready to submit data to NEMESIS in 2013 or early 2014. How is your progress coming? Please don't be left behind, for more information visit <http://www.nemesis.org/v3/becomingCompliant/index.html>.

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NEMSIS SharePoint Overview:

NEMSIS SharePoint site is a communication tool between NEMSIS Technical Assistance Center staff, State Data Managers, and other EMS partners. The advantage of this site will advance communication related to the submissions and approvals of individual state documents. The documents that will be submitted include: Custom Elements, State Information, and State Rules. The State information may consist of documents that indicate the V3 transition plan for a state, the V3 elements a state requires, specific procedure or medication lists, EMS agency numbers (licensed), hospital/destination lists, or other documentation.

Terms Defined:

XSD - is an XML-based language used to describe and control XML document contents. XML Schema Definition provides a definition on how the data will look and be formatted (e.g. Age is a numeric field and can only be between 0-125).

XML - eXtensible Markup Language provides the format to store and move data from one location to another.

Custom Elements - A standard approach to creating new elements or extending existing elements found in the NEMSIS V3 XML Schemas (XSDs). These implementations will help agencies and states capture very specific data, (e.g. patient hair color).

Suggested List - The U.S. National Library of Medicine provides access to the ICD-10-CM; RxNorm; and SNOMED CT code values through the Unified Medical Language System (UMLS). The NEMSIS TAC may only distribute suggested lists with specific value codes from the UMLS system to entities licensed through the UMLS system. The “suggested list” files will be zipped archives that are automatically created each time one of the licensed code databases is updated in the NEMSIS master data repository. A licensed user can download the appropriate archive file.

State/National Rules - Rule-based validation language for making assertions about the presence or absence of patterns in or data in the XML file. The rules also specify required relationships between other elements.

User Access:

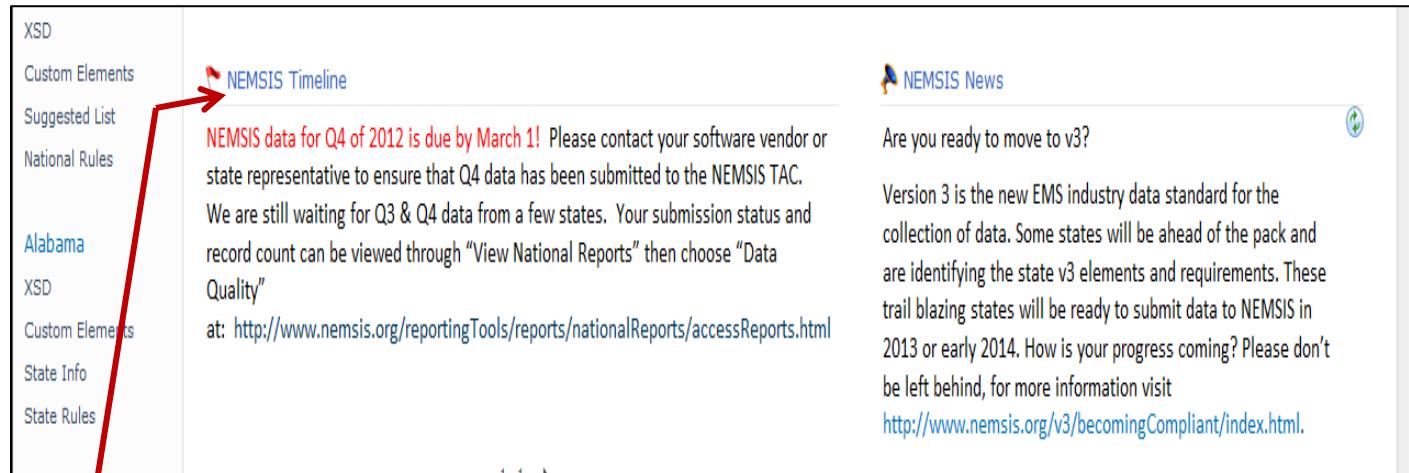
To access the SharePoint site State Data Managers will use the same user account and password information which is used to access the NEMSIS reporting tools.

The NEMSIS SharePoint site itself is only accessible by State representatives identified by the State Data Manager. The communication will take place between NEMSIS TAC and State EMS Office personnel.

Access the site at the link <https://sp.nemsis.org/sites/main/> The username must use the preface “UUIIPAC” in addition to the username. It will look like this: UUIIPAC\cmann.



Home Page



NEMSIS Timeline

NEMSIS data for Q4 of 2012 is due by March 1! Please contact your software vendor or state representative to ensure that Q4 data has been submitted to the NEMSIS TAC. We are still waiting for Q3 & Q4 data from a few states. Your submission status and record count can be viewed through "View National Reports" then choose "Data Quality" at: <http://www.nemsis.org/reportingTools/reports/nationalReports/accessReports.html>

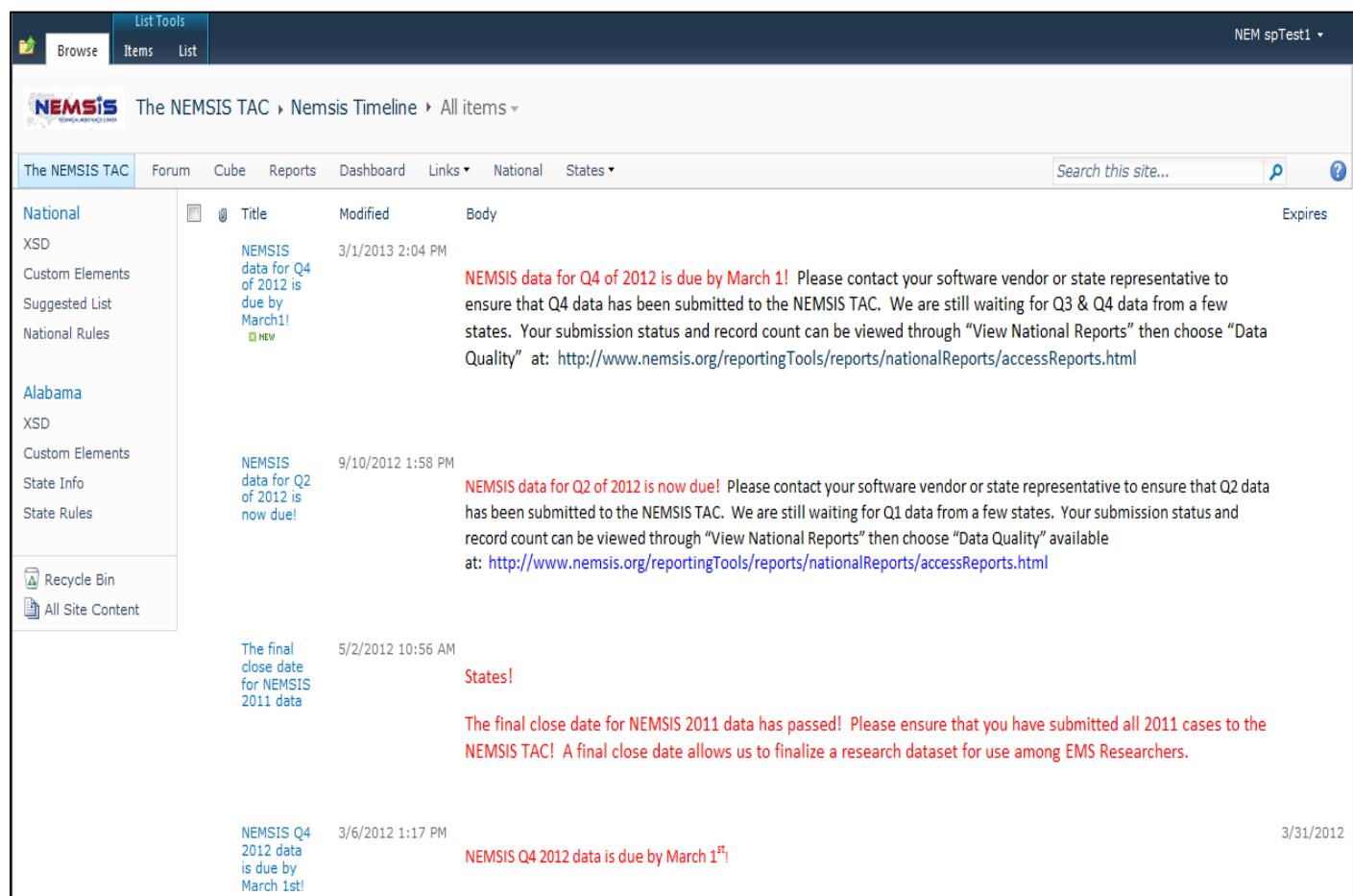
NEMSIS News

Are you ready to move to v3? Version 3 is the new EMS industry data standard for the collection of data. Some states will be ahead of the pack and are identifying the state v3 elements and requirements. These trail blazing states will be ready to submit data to NEMSIS in 2013 or early 2014. How is your progress coming? Please don't be left behind, for more information visit <http://www.nemsis.org/v3/becomingCompliant/index.html>.

From the Home Page:

Click in the middle of the link titled [NEMSIS Timeline](#) to view NEMSIS timeline issues.

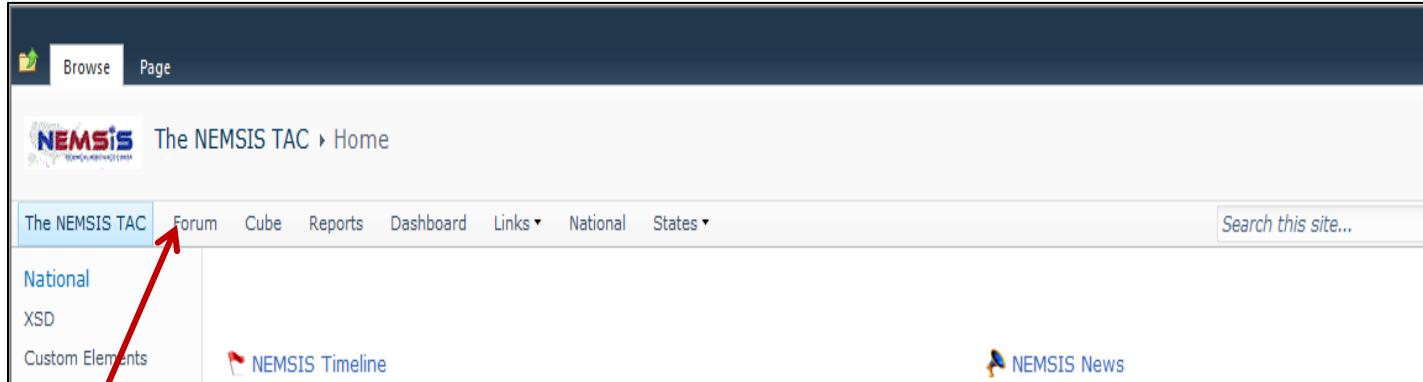
Click in the middle of the link titled [NEMSIS News](#) to view NEMSIS announcements.



	Title	Modified	Body	Expires
National	NEMSIS data for Q4 of 2012 is due by March 1!	3/1/2013 2:04 PM	NEMSIS data for Q4 of 2012 is due by March 1! Please contact your software vendor or state representative to ensure that Q4 data has been submitted to the NEMSIS TAC. We are still waiting for Q3 & Q4 data from a few states. Your submission status and record count can be viewed through "View National Reports" then choose "Data Quality" at: http://www.nemsis.org/reportingTools/reports/nationalReports/accessReports.html	
Alabama	NEMSIS data for Q2 of 2012 is now due!	9/10/2012 1:58 PM	NEMSIS data for Q2 of 2012 is now due! Please contact your software vendor or state representative to ensure that Q2 data has been submitted to the NEMSIS TAC. We are still waiting for Q1 data from a few states. Your submission status and record count can be viewed through "View National Reports" then choose "Data Quality" available at: http://www.nemsis.org/reportingTools/reports/nationalReports/accessReports.html	
	The final close date for NEMSIS 2011 data	5/2/2012 10:56 AM	States!	
	NEMSIS Q4 2012 data is due by March 1st!	3/6/2012 1:17 PM	The final close date for NEMSIS 2011 data has passed! Please ensure that you have submitted all 2011 cases to the NEMSIS TAC! A final close date allows us to finalize a research dataset for use among EMS Researchers.	3/31/2012

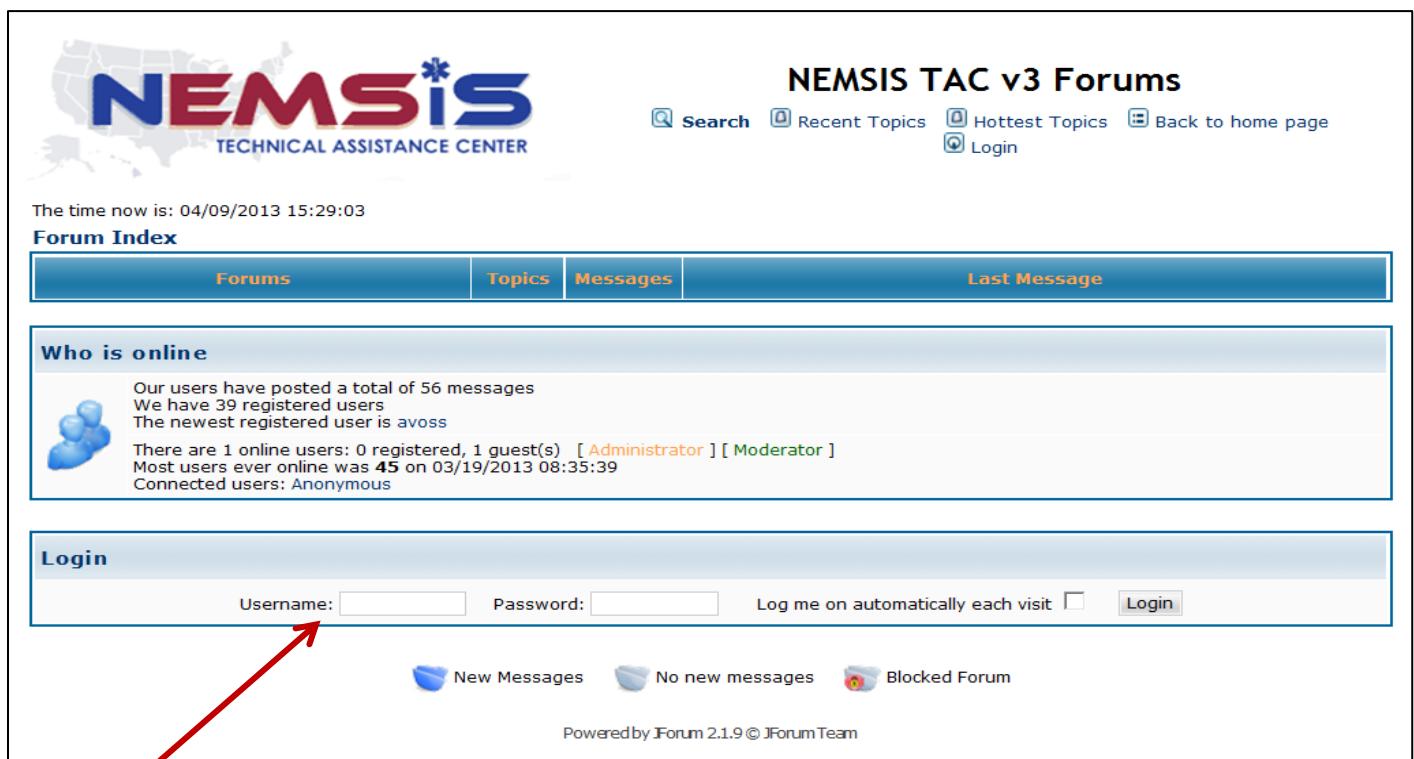
Historical record of past timeline issues are listed and the same is true if you click on [NEMSIS News](#).

The Forum



The screenshot shows the NEMSIS TAC Home page. At the top, there are 'Browse' and 'Page' buttons. Below that is the NEMSIS logo and the text 'The NEMSIS TAC > Home'. The navigation bar includes links for 'The NEMSIS TAC', 'Forum', 'Cube', 'Reports', 'Dashboard', 'Links', 'National', and 'States'. A search bar on the right says 'Search this site...'. On the left, there are links for 'National', 'XSD', and 'Custom Elements'. At the bottom, there is a 'NEMSIS Timeline' link and a 'NEMSIS News' link.

Click on the link titled [Forum](#). A new browser window will open to access the NEMSIS Forums.



The screenshot shows the NEMSIS TAC v3 Forums login page. At the top, it says 'NEMSIS TAC v3 Forums' with links for 'Search', 'Recent Topics', 'Hottest Topics', 'Back to home page', and 'Login'. Below that, it shows the current time as '04/09/2013 15:29:03'. The 'Forum Index' section has tabs for 'Forums', 'Topics', 'Messages', and 'Last Message'. The 'Who is online' section shows 56 messages, 39 registered users, and 1 online user (Administrator). It also shows the newest registered user is 'avoss'. The 'Login' section has fields for 'Username' and 'Password', a 'Log me on automatically each visit' checkbox, and a 'Login' button. Below the login form are status icons for 'New Messages', 'No new messages', and 'Blocked Forum'. At the bottom, it says 'Powered by JForum 2.1.9 © JForum Team'.

One must login before seeing the information in the forum.

This NEMSIS TAC Version 3 Online Community forum is dedicated to posting Announcements, Implementation/Compliance Call Information, Version 3 Discussions, and Frequently Asked Questions.

The Forum

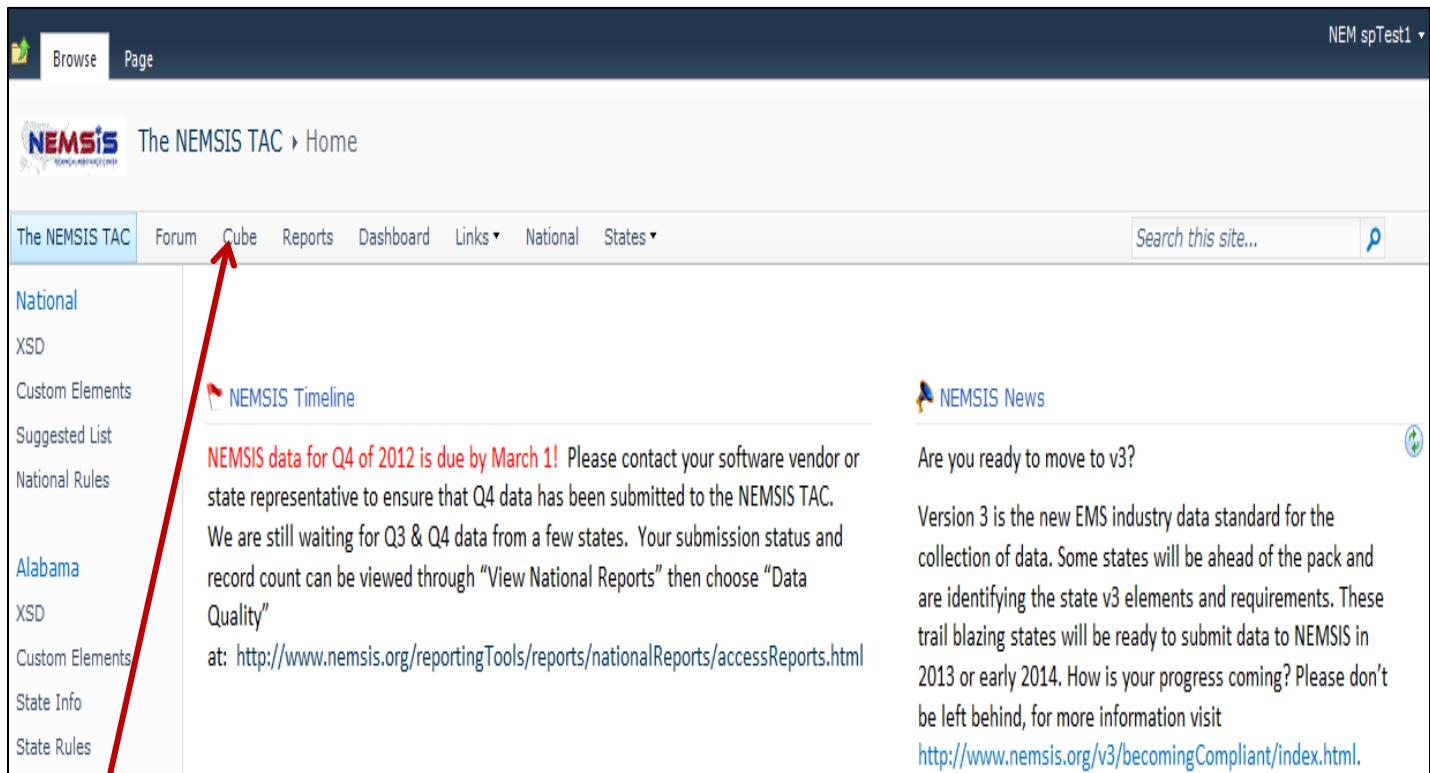


You last visited on: 04/09/2013 15:35:00
The time now is: 04/09/2013 15:39:36

Forum Index Read new messages since my last visit

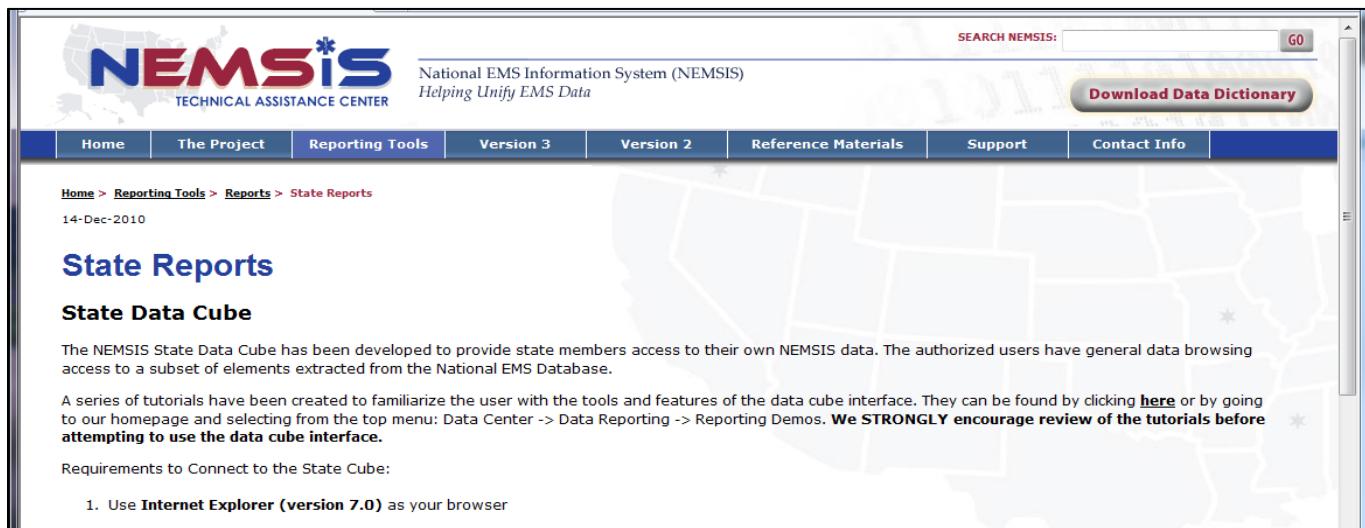
Forums	Topics	Messages	Last Message
Forum			
 Forum Rules Forum Rules Moderators Administration	1	1	03/13/2012 10:21:58 jrojas 
 Announcements Announcements Moderators Administration	2	2	04/18/2012 12:07:15 jrojas 
 Weekly Implementation Weekly Implementation Call	15	15	02/08/2013 10:14:55 jrojas 
Version 3 Release Requests			
 v3.3.0 Release Requests	14	30	10/25/2012 10:57:13 kjacobson 
 v3.3.1 Release Requests v3.3.0 Release Requests Moderators	0	No messages	No messages
Version 3 Discussion			
 Data Dictionary Data Dictionary	5	7	10/23/2012 10:47:16 jmadsen 
 XML Schema XML Schema	0	No messages	No messages
 Schematron Schematron	0	No messages	No messages
 Web Services Web Services	0	No messages	No messages
 V3 Compliance Compliance	0	No messages	No messages
 Miscellaneous	1	1	02/25/2013 08:15:53

The Cube



The screenshot shows the 'The NEMESIS TAC' website. The top navigation bar includes 'Browse' and 'Page' buttons, and a dropdown for 'NEM spTest1'. The main menu has links for 'The NEMESIS TAC', 'Forum', 'Cube', 'Reports', 'Dashboard', 'Links', 'National', and 'States'. A search bar says 'Search this site...' with a magnifying glass icon. On the left, a sidebar for 'National' includes 'XSD', 'Custom Elements', 'Suggested List', and 'National Rules'. The 'Alabama' section includes 'XSD', 'Custom Elements', 'State Info', and 'State Rules'. The main content area features a 'NEMESIS Timeline' with a red arrow pointing to the 'Cube' link in the menu. The timeline text discusses Q4 data submission due by March 1, 2012, and provides a link to access reports: <http://www.nemesis.org/reportingTools/reports/nationalReports/accessReports.html>. To the right, a 'NEMESIS News' section discusses moving to Version 3, with a link to <http://www.nemesis.org/v3/becomingCompliant/index.html>.

Click on the link titled [Cube](#). A new browser window will open to access the NEMESIS Website, State Reports page. The NEMESIS Enhanced Cube facilitates analysis of multidimensional data models with rapid execution time.

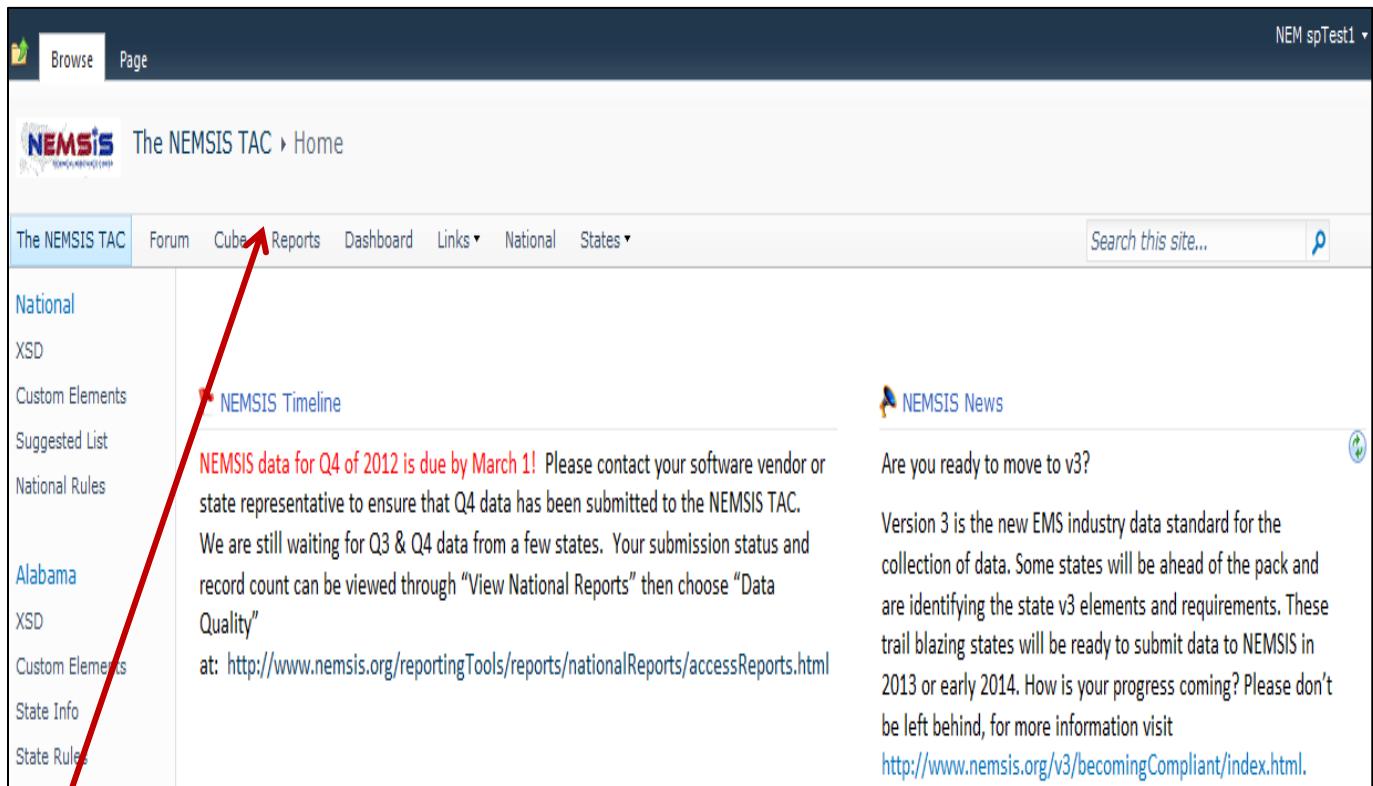


The screenshot shows the 'NEMESIS TECHNICAL ASSISTANCE CENTER' website. The top navigation bar includes 'SEARCH NEMESIS:' and a 'GO' button, along with a 'Download Data Dictionary' button. The main menu has links for 'Home', 'The Project', 'Reporting Tools', 'Version 3', 'Version 2', 'Reference Materials', 'Support', and 'Contact Info'. The 'Reporting Tools' menu is currently selected. The page title is 'State Reports'. The 'State Data Cube' section explains that it provides state members access to their own NEMESIS data. It encourages users to review tutorials before attempting to use the data cube interface. Requirements for connecting to the State Cube are listed, including using Internet Explorer version 7.0. A note at the bottom links to the Report Portal.

This site explains which internet browser to use and provides a link to Report Portal which connects users to the NEMESIS Enhanced Cube where state users can access National and their state data.

Scroll down on the State Reports page to see and link to the State Data Cube.

The Reports



The NEMSIS TAC Home

The NEMSIS TAC Forum Cube Reports Dashboard Links National States

Search this site...

National XSD Custom Elements Suggested List National Rules

Alabama XSD Custom Elements State Info State Rules

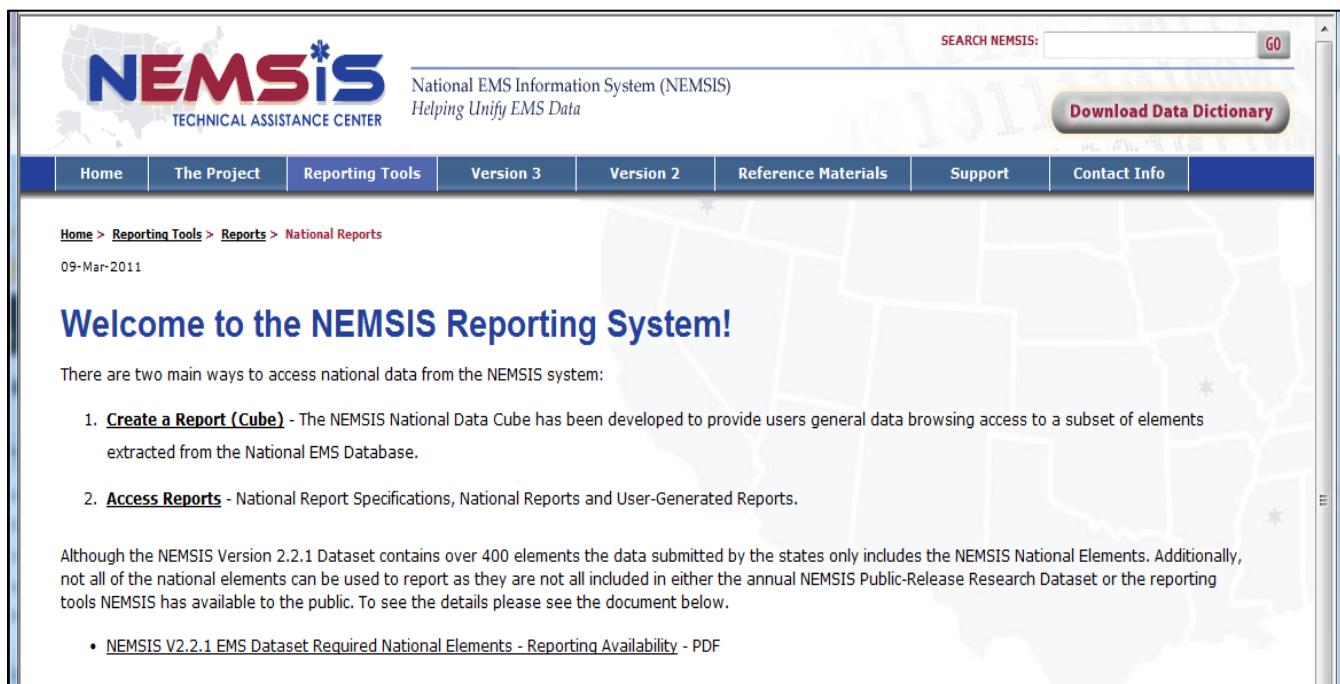
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NEMSIS News

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Click on the link titled [Reports](#). A new browser window will open to access the NEMSIS Website, Reports. This link goes one step beyond the Cube link.



SEARCH NEMSIS: GO

Download Data Dictionary

Home The Project Reporting Tools Version 3 Version 2 Reference Materials Support Contact Info

Home > Reporting Tools > Reports > National Reports

09-Mar-2011

Welcome to the NEMSIS Reporting System!

There are two main ways to access national data from the NEMSIS system:

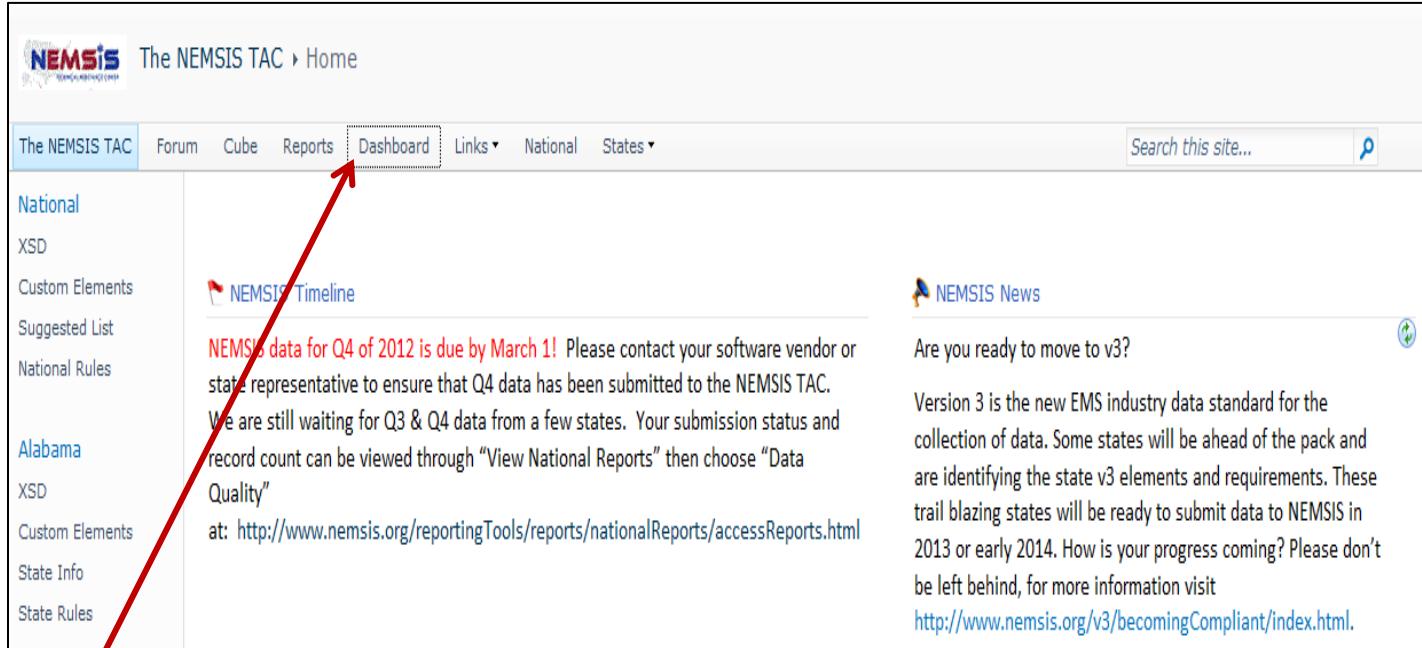
1. [Create a Report \(Cube\)](#) - The NEMSIS National Data Cube has been developed to provide users general data browsing access to a subset of elements extracted from the National EMS Database.
2. [Access Reports](#) - National Report Specifications, National Reports and User-Generated Reports.

Although the NEMSIS Version 2.2.1 Dataset contains over 400 elements the data submitted by the states only includes the NEMSIS National Elements. Additionally, not all of the national elements can be used to report as they are not all included in either the annual NEMSIS Public-Release Research Dataset or the reporting tools NEMSIS has available to the public. To see the details please see the document below.

- [NEMSIS V2.2.1 EMS Dataset Required National Elements - Reporting Availability - PDF](#)

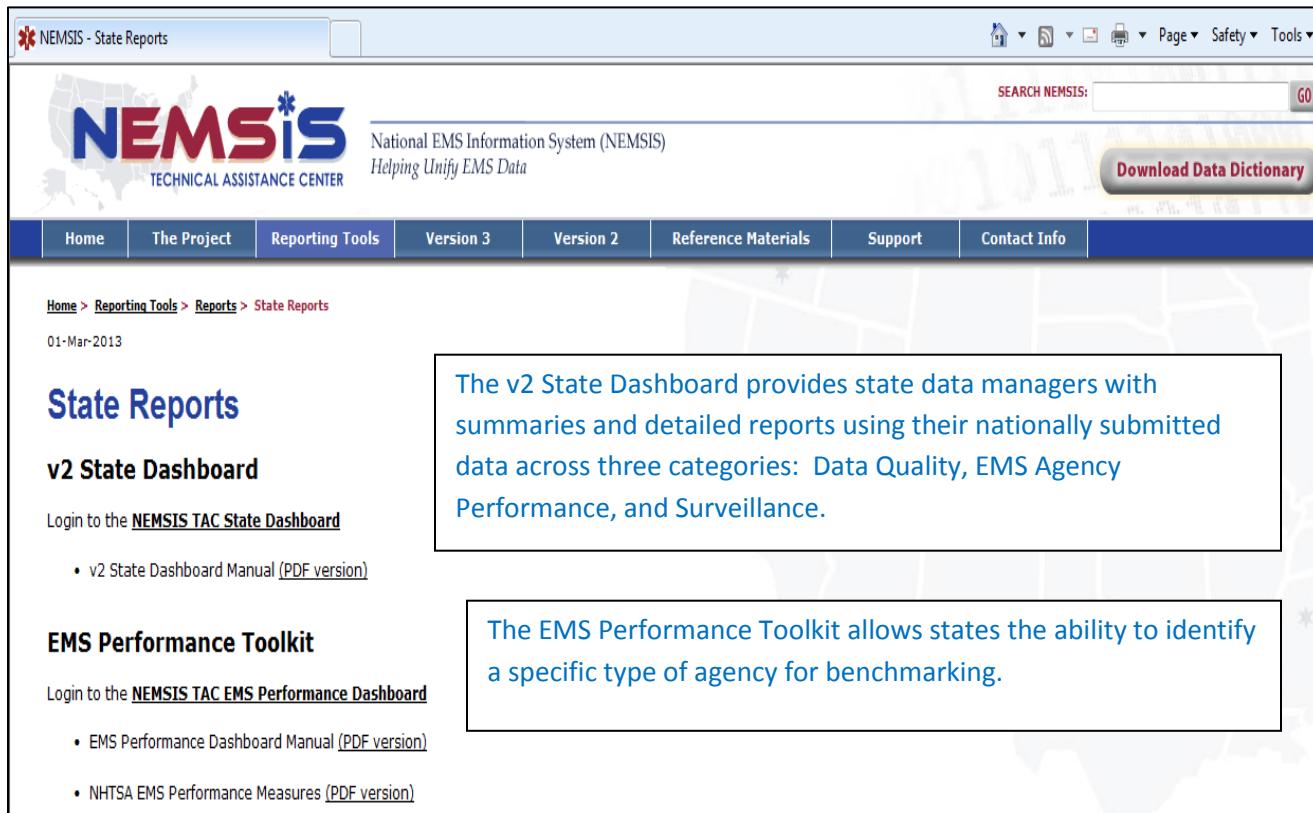
This site allows the user to Create Reports using the Enhanced Cube or Access (pre-defined) National Reports.

The Dashboard



The NEMESIS TAC Home page. The navigation bar includes links for The NEMESIS TAC, Forum, Cube, Reports, **Dashboard** (highlighted with a red arrow), Links, National, and States. A search bar and a user icon are also present. The main content area features a "NEMESIS Timeline" section with a red notice: "NEMESIS data for Q4 of 2012 is due by March 1! Please contact your software vendor or state representative to ensure that Q4 data has been submitted to the NEMESIS TAC. We are still waiting for Q3 & Q4 data from a few states. Your submission status and record count can be viewed through "View National Reports" then choose "Data Quality" at: <http://www.nemesis.org/reportingTools/reports/nationalReports/accessReports.html>". To the right, there is a "NEMESIS News" section with a green notice: "Are you ready to move to v3? Version 3 is the new EMS industry data standard for the collection of data. Some states will be ahead of the pack and are identifying the state v3 elements and requirements. These trail blazing states will be ready to submit data to NEMESIS in 2013 or early 2014. How is your progress coming? Please don't be left behind, for more information visit <http://www.nemesis.org/v3/becomingCompliant/index.html>".

Click on the link titled [Dashboard](#). A new browser window will open to access the NEMESIS Website, State Reports. There are two dashboard options on the webpage, read below for more detail.



The NEMESIS State Reports website. The header includes the NEMESIS logo, a search bar, and a "Download Data Dictionary" button. The navigation menu has links for Home, The Project, Reporting Tools, Version 3, Version 2, Reference Materials, Support, and Contact Info. The main content area shows the "State Reports" section with a "v2 State Dashboard" link and a manual. It also features a box describing the v2 State Dashboard and the EMS Performance Toolkit.

State Reports

v2 State Dashboard

Login to the [NEMESIS TAC State Dashboard](#)

- v2 State Dashboard Manual ([PDF version](#))

EMS Performance Toolkit

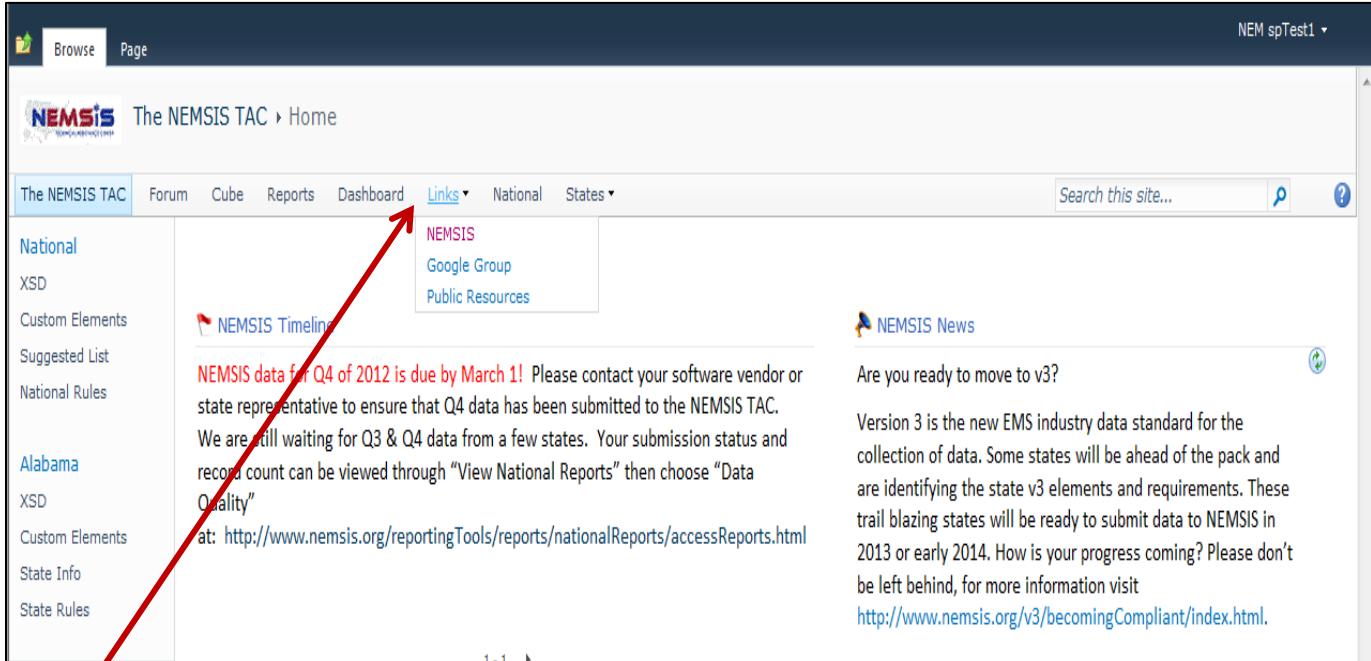
Login to the [NEMESIS TAC EMS Performance Dashboard](#)

- EMS Performance Dashboard Manual ([PDF version](#))
- NHTSA EMS Performance Measures ([PDF version](#))

The v2 State Dashboard provides state data managers with summaries and detailed reports using their nationally submitted data across three categories: Data Quality, EMS Agency Performance, and Surveillance.

The EMS Performance Toolkit allows states the ability to identify a specific type of agency for benchmarking.

The Links



The NEMESIS TAC Home page. The 'Links' menu option is highlighted with a red arrow. A dropdown menu shows 'NEMESIS', 'Google Group', and 'Public Resources'.

NEMESIS The NEMESIS TAC > Home

The NEMESIS TAC Forum Cube Reports Dashboard **Links** National States

National

- XSD
- Custom Elements
- Suggested List
- National Rules

Alabama

- XSD
- Custom Elements
- State Info
- State Rules

NEMESIS

Google Group

Public Resources

NEMESIS Timeline

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1 - 1

NEMESIS News

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Click on the link titled [Links](#). A new browser window will open to connect you to either: the NEMESIS website, Google Group, or Public Resources.



The NEMESIS Technical Assistance Center (TAC) homepage. It features a navigation bar with links to Home, The Project, Reporting Tools, Version 3, Version 2, Reference Materials, Support, and Contact Info. The main content area includes sections for Latest News, Software Vendor News, and Recent NEMESIS Presentations.

Latest News

NEMESIS Version 3.2.1 Build 120321 Official Release (March 21, 2012)

An update to the NEMESIS 3.2 Official Release is now available.

Software Vendor News

Schnecko's Developer Meeting September 25-26, 2011

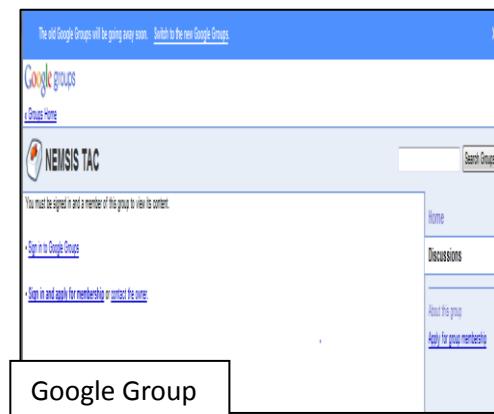
The NEMESIS TAC held a NEMESIS Version 3 Software Developer's Meeting in Park City, Utah on September 25 and 26. The purpose of the meeting was to familiarize attendees with the new NEMESIS V3 protocols, answer questions regarding implementation, and to discuss general ideas regarding the future of the NEMESIS TAC and how EMS data reporting systems can be improved.

Recent NEMESIS Presentations

2011 Software Developer's Meeting (Mar. 21-22, 2011)

NEMESIS Joint Session: NEMESIS Version 3 Overview and Discussion (Mar. 4, 2011)

Website



The NEMESIS Google Group page. It displays a message from the group owner: "The old Google Groups will be going away soon. Switch to the new Google Groups." The page includes a search bar, a list of group members, and links for 'Sign in to Google Groups' and 'Sign in and apply for membership'.

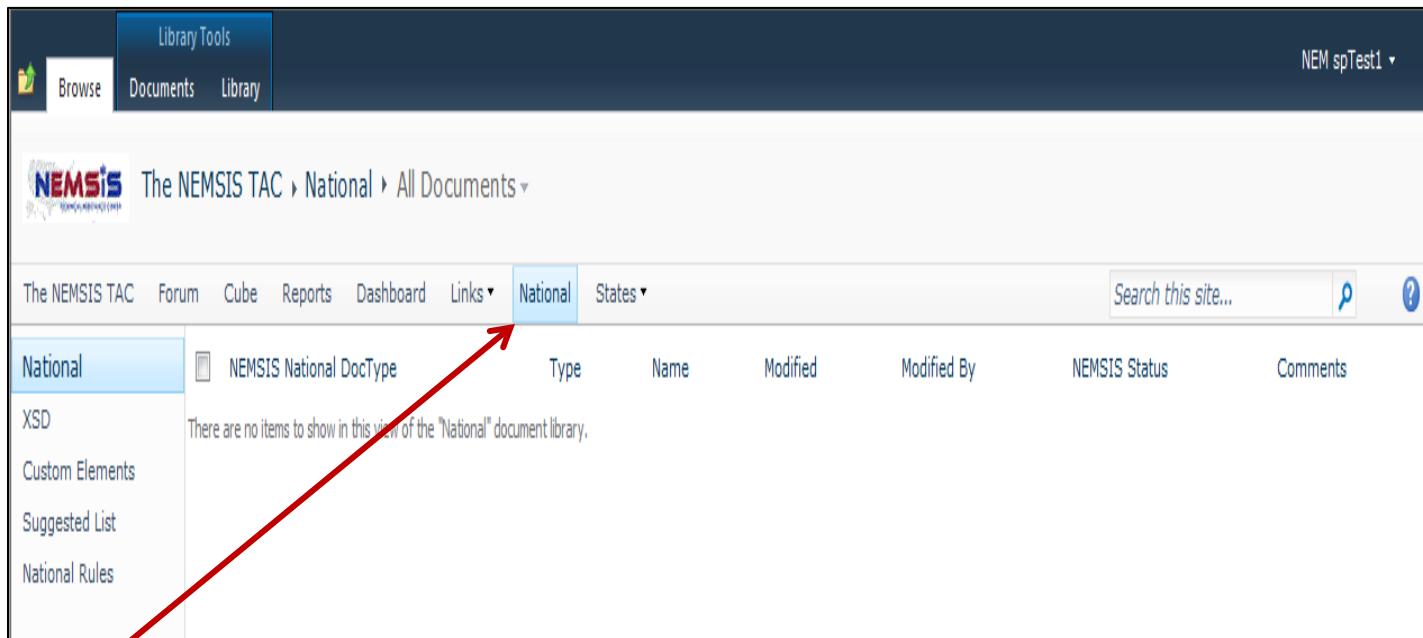
Google Group



The NEMESIS Public Resources page. It features a map of the United States with state abbreviations. The page includes a navigation bar with links to Home, The Project, Reporting Tools, Version 3, Version 2, Reference Materials, Support, and Contact Info. The main content area is titled "State & Territory Information".

Public Resources

National Documents



The screenshot shows the SharePoint site for The NEMESIS TAC. The top navigation bar includes links for Library Tools, Browse, Documents, Library, and a dropdown for 'NEM spTest1'. Below the navigation is the NEMESIS logo and the breadcrumb path: The NEMESIS TAC > National > All Documents. The main content area shows a table for the 'National' document library. The table has columns: Type, Name, Modified, Modified By, NEMESIS Status, and Comments. The 'Type' column is currently selected, indicated by a blue background. The table displays the following data:

Type	Name	Modified	Modified By	NEMESIS Status	Comments
XSD	NEMESIS National DocType				
Custom Elements					
Suggested List					
National Rules					

A red arrow points to the 'National' link in the top navigation bar.

Click on the link titled [National](#) and you will be able to view **All Documents** under the V3 National Standard Information. You will see a list of XSD's, Custom Elements, Suggested List, and National Rules. The National documents are **Read Only** and can be ordered by each column title:

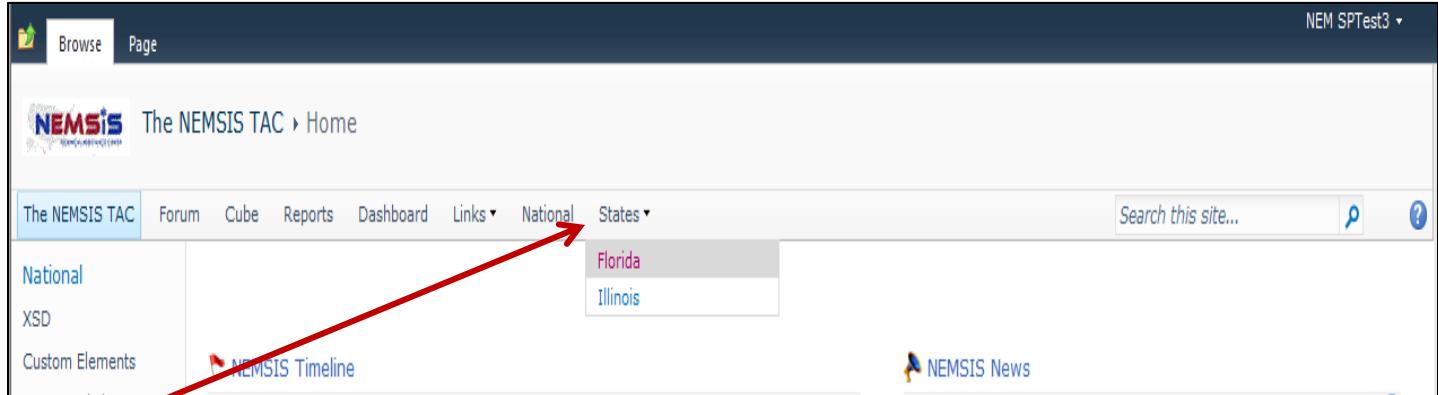
- **NEMESIS DocType** - Will be one of the four types: XSD, Custom Element, Suggested List, or Rules.
- **Type** - Identifies the type of document within an icon and defaults to XSD if not specified.
- **Name** - A user given title to name the document.
- **Modified** - An automated date and time stamp of the uploaded, modified, or published document.
- **Modified By** - Captures the user information as determined by the system account.
- **NEMESIS Status** - This field identifies the document as a Draft or Published.
- **Comments** - Space provided for a brief helpful description of the document.

Each column title, mentioned above has a drop down menu.

Here is an example of the NEMESIS Doc Type drop down:

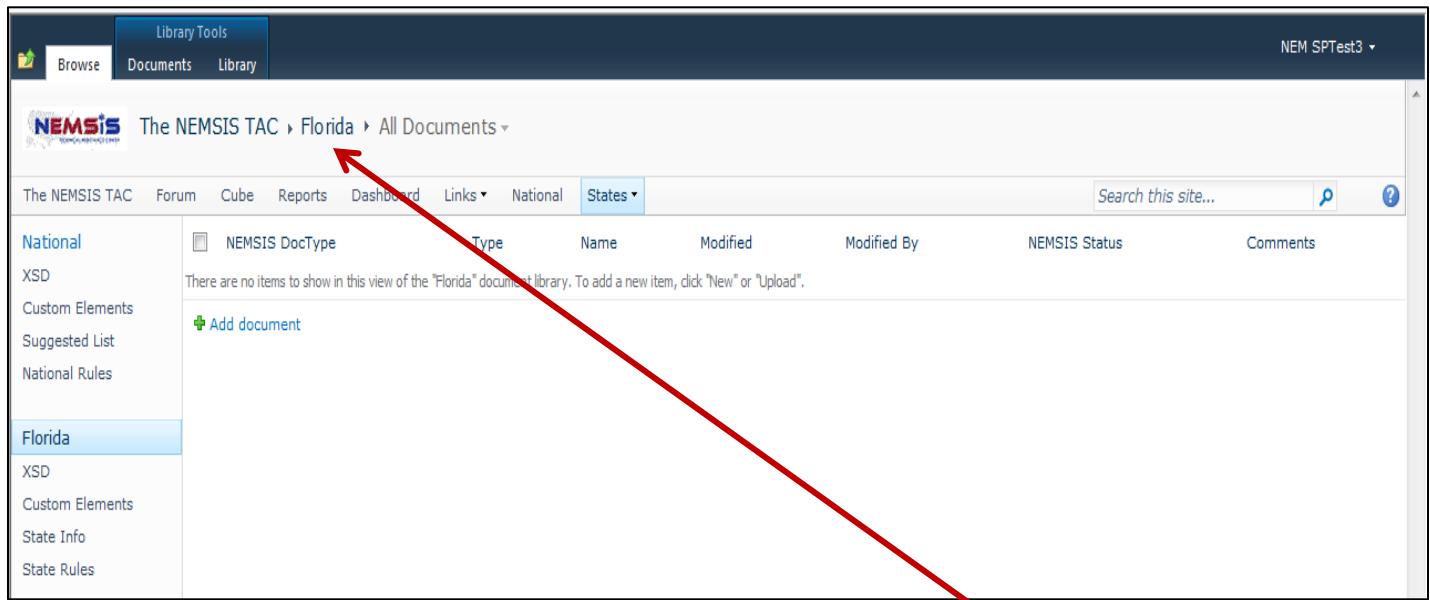


State Documents



The screenshot shows the NEMESIS TAC SharePoint homepage. At the top, there is a navigation bar with links for 'Browse', 'Page', 'The NEMESIS TAC', 'Forum', 'Cube', 'Reports', 'Dashboard', 'Links', 'National', and 'States'. A red arrow points to the 'States' dropdown menu, which is currently open and displays 'Florida' and 'Illinois'. Below the navigation bar, there is a sidebar with links for 'National', 'XSD', 'Custom Elements', and 'NEMESIS Timeline'. On the right side, there is a 'NEMESIS News' section.

Click on the link titled [States](#) and it will bring you to your state home page within SharePoint. If you have permission to view multiple States or Territories they will appear in the list. From this list you can choose a state or territory to view listed documents or submit new documents. State Data Managers are encouraged to submit documents via SharePoint.



The screenshot shows the 'All Documents' list for the Florida state library. The navigation bar at the top includes 'Library Tools', 'Browse', 'Documents', and 'Library'. The 'States' dropdown menu is highlighted with a red arrow. The list table has columns for 'DocType', 'Type', 'Name', 'Modified', 'Modified By', 'NEMESIS Status', and 'Comments'. The 'DocType' column header is currently selected. The table body shows a message: 'There are no items to show in this view of the "Florida" document library. To add a new item, click "New" or "Upload".' A blue 'Add document' button is visible. The sidebar on the left lists 'National', 'XSD', 'Custom Elements', 'Suggested List', 'National Rules', and 'Florida', with 'Florida' being the selected item.

After clicking on the link titled [States](#) and choosing your actual state, e.g. [Florida](#), this screen shot shows **All Documents** for the chosen state. The documents can be ordered by each column title:

- **NEMESIS DocType** - Will be one of the four types: XSD, Custom Element, State Info, or State Rules.
- **Type** - Identifies the type of document within an icon and defaults to XSD if not specified.
- **Name** - A user given title to name the document.
- **Modified** - An automated date and time stamp of the uploaded, modified, or published document.
- **Modified By** - Captures the user information as determined by the system account.
- **NEMESIS Status** - This field identifies the document as a Draft, Submit, or Published.
- **Comments** - Space provided for a brief helpful description of the document, but not necessary.

Library Tools - Document View

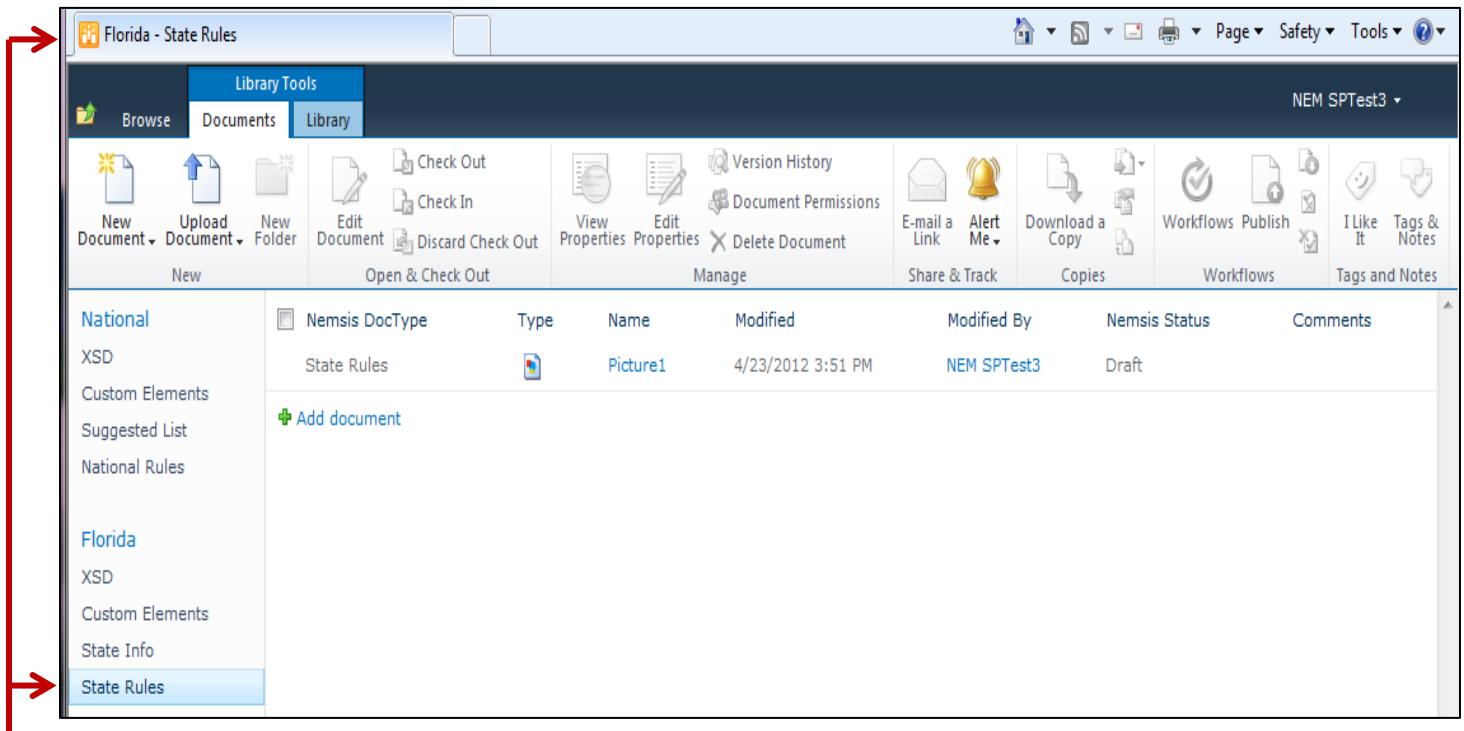
Tabs

After clicking on the link titled [States](#) and choosing your state, click the word [Documents](#) under [Library Tools](#). The following additional tabs will appear:

- **New Document** - Create a new document in this library.
- **Upload Document** - Upload a document from your computer to this library.
- **Alert Me** - Receive e-mail or mobile notifications when things change.

** Although you can see many options on the screen, unless they are in black font color, they are disabled.*

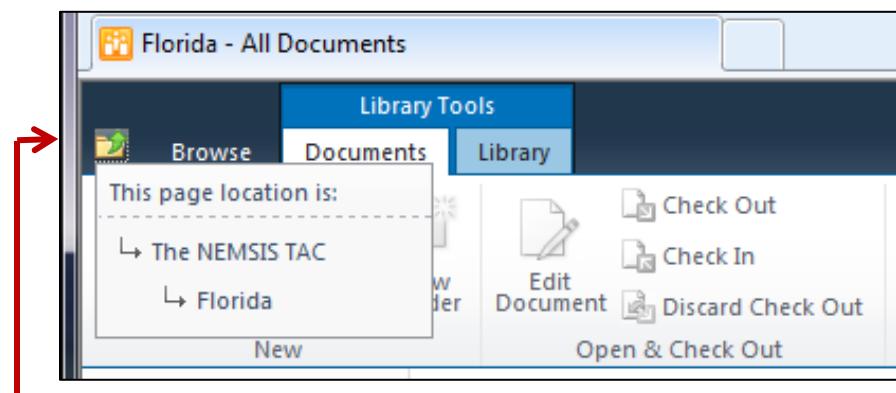
Library Tools - Document View



The screenshot shows the 'Library Tools - Document View' interface for the 'Florida - State Rules' library. The left navigation pane lists categories: National (XSD, Custom Elements, Suggested List, National Rules), Florida (XSD, Custom Elements, State Info, State Rules). The 'State Rules' item is highlighted with a red box and an arrow. The main content area displays a table of documents:

	Type	Name	Modified	Modified By	Nemsis Status	Comments
Nemsis DocType	State Rules	Picture1	4/23/2012 3:51 PM	NEM SPTest3	Draft	
Add document						

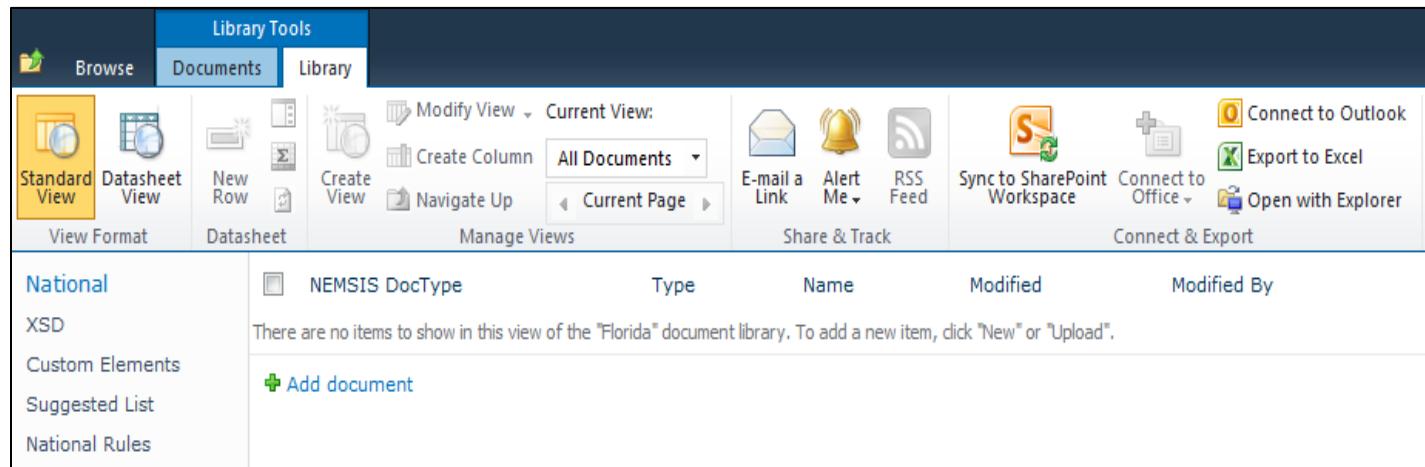
Under **Your State Name** (e.g. “Florida” in this example), **State Rules** you will see the document that was uploaded with a date and time stamp. The status of the document can be tracked under **NEMSIS Status**.



The screenshot shows the 'Library Tools - Document View' interface for the 'Florida - All Documents' library. The left navigation pane lists: This page location is: The NEMSIS TAC (Florida). The main content area shows the standard document management tools: New, Check Out, Check In, Edit Document, Discard Check Out.

Click the folder icon to **Navigate Up** and get to the home page or click the **Browse** tab on the menu bar, then click **The NEMSIS TAC** to return to home page.

Library Tools - Library View



1

National	Type	Name	Modified	Modified By
XSD	NEMESIS DocType			
Custom Elements				
Suggested List				
National Rules				

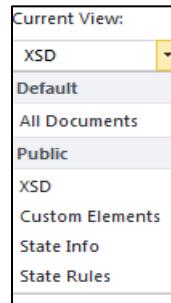
There are no items to show in this view of the "Florida" document library. To add a new item, click "New" or "Upload".

[Add document](#)

While on your state page, when you click the word [Library](#), several new library tools will appear as indicated in row #1. The following additional tabs are:

- **Standard View** - View and manage list items using the standard list format.
- **Datasheet View** - View and manage list items using a spreadsheet format. You can bulk edit item properties while using this view.
- **Current View** - Change the current view of this list or library.

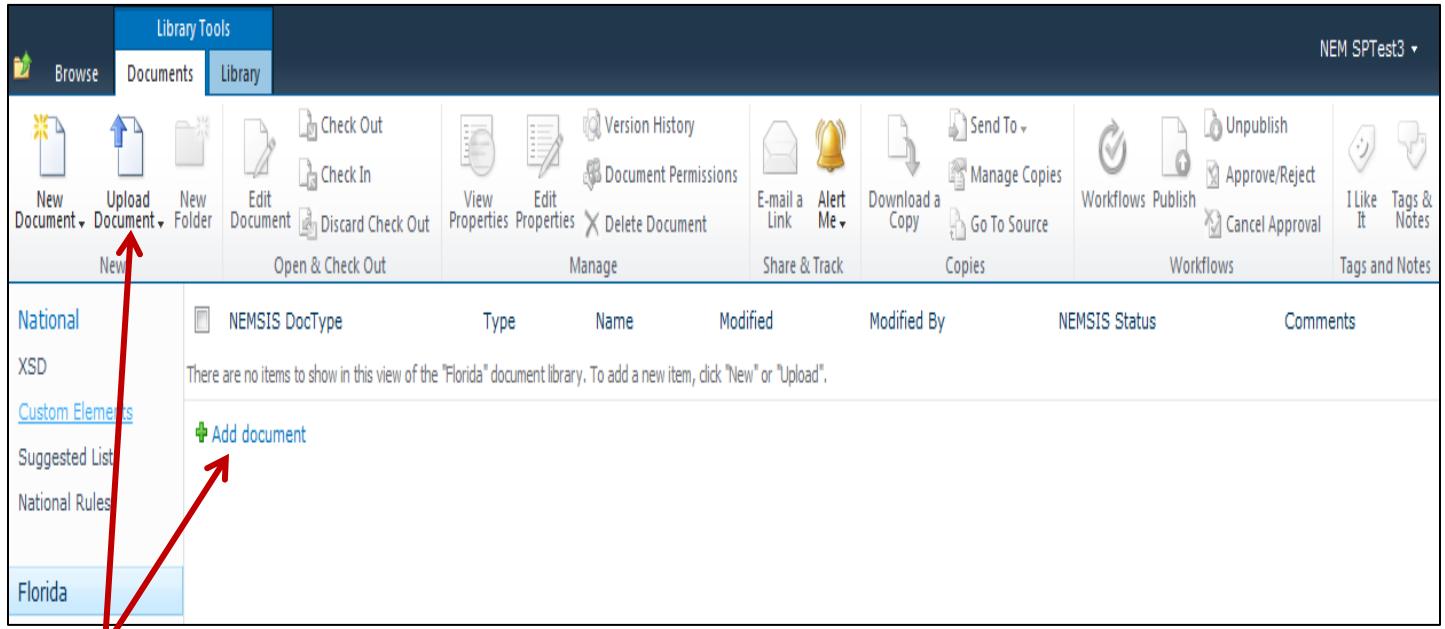
Drop down menu options:



- **Current Page** - Move to Previous Page or Next Page.
- **E-mail a Link** - Email a link to this document.
- **Alert Me** - Receive e-mail or mobile notifications when things change.
- **Sync to SharePoint Workspace** - Create a synchronized copy of this library on your computer using SharePoint Workspace.
-  **Connect to Outlook** - Synchronize items and make them available offline using Microsoft Outlook.
-  **Export to Excel** - Analyze items in this list using Microsoft Excel.
-  **Open Explorer** - Open this library as a standard Window explorer folder. Drag and drop files into this library, create folders, move, copy, and delete multiple files at once.

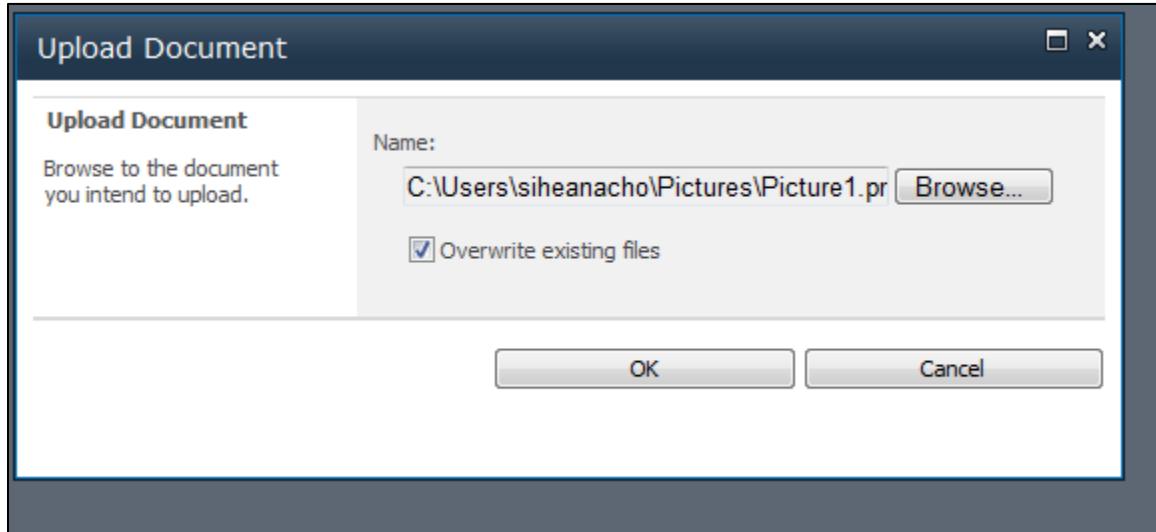
* Although you can see many options on the screen, unless they are in black font color, they are disabled.

Upload Document



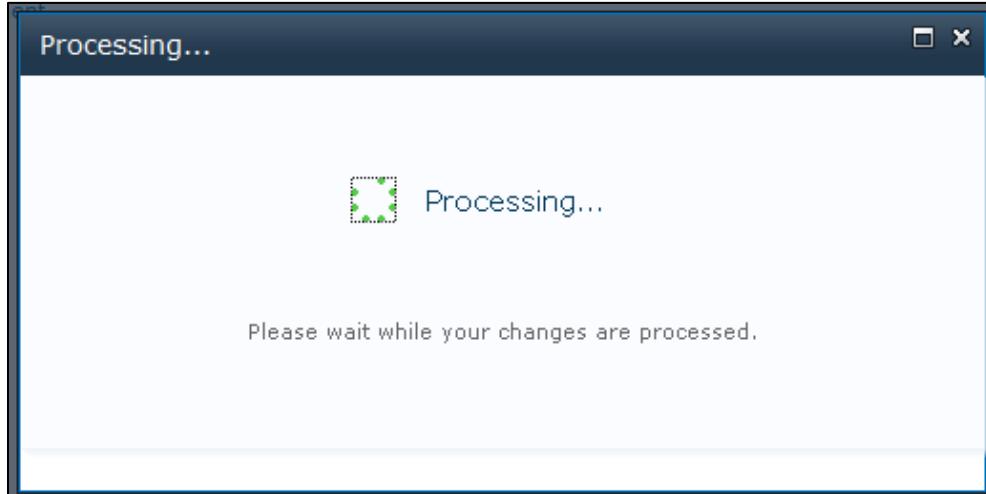
The screenshot shows a SharePoint document library interface. At the top, there is a ribbon with 'Library Tools' selected. Below the ribbon, there is a toolbar with various document management icons. A red arrow points to the 'Upload Document' button in the toolbar. Another red arrow points to the 'Add document' link in the center of the library view. The library view shows a table with columns: Type, Name, Modified, Modified By, NEMESIS Status, and Comments. The table is currently empty, displaying a message: 'There are no items to show in this view of the "Florida" document library. To add a new item, click "New" or "Upload".'

To Upload a document you can either click [Upload a Document](#) from the menu bar options or click [Add document](#). Uploading documents is restricted to Data Managers. [Please note: Other State NEMESIS account holders are considered "Visitors" who can only view documents.]

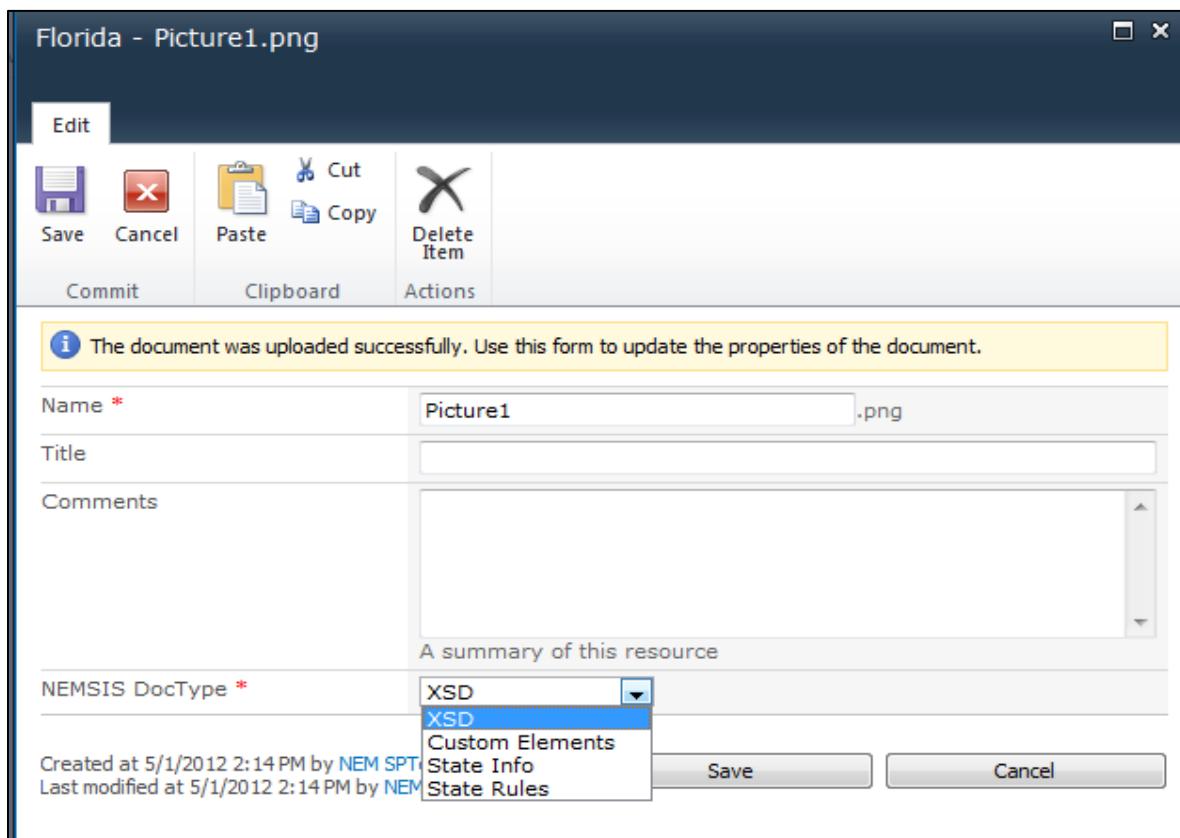


Click [Browse...](#) and find the document you want to upload. Then click [OK](#).

Upload Document

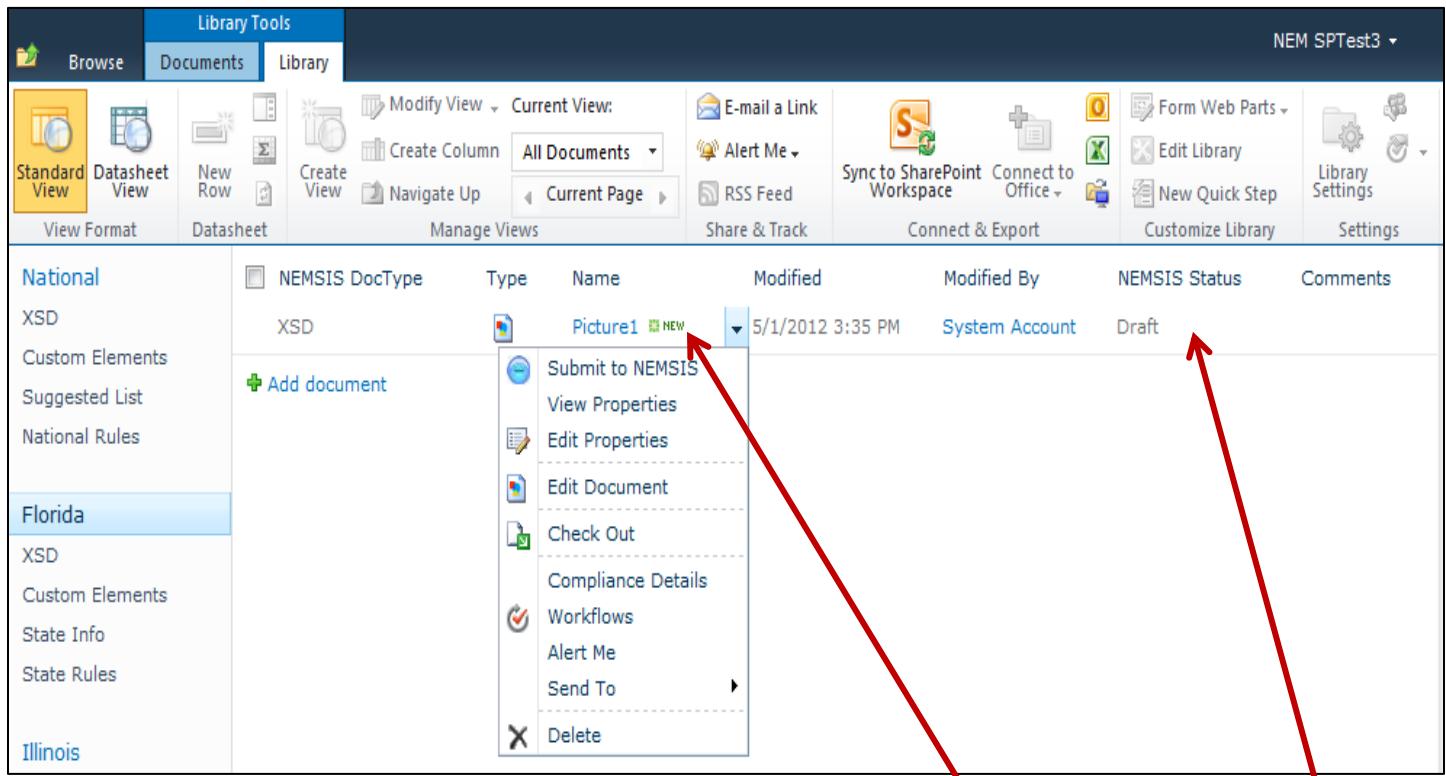


Briefly you will see the **Processing...** window open. This step **uploads** the document to SharePoint **only**. It has **not been submitted** to NEMESIS yet.



When this window opens please enter the Name, Title, Comments, and NEMESIS DocType. Use the drop down menu to choose a document type, the default is XSD. Provide a title and or comment only as needed, but it is not necessary. Then click Save or Cancel.

Submit to NEMESIS



The screenshot shows a SharePoint library interface. On the left, there's a navigation pane with categories: National (XSD, Custom Elements, Suggested List, National Rules), Florida (XSD, Custom Elements, State Info, State Rules), and Illinois. The main area displays a table with columns: NEMESIS DocType, Type, Name, Modified, Modified By, NEMESIS Status, and Comments. A row for 'Picture1' is selected, showing 'XSD' in the DocType column, '5/1/2012 3:35 PM' in the Modified column, 'System Account' in the Modified By column, and 'Draft' in the NEMESIS Status column. A context menu is open over the 'Picture1' row, listing options: Submit to NEMESIS, View Properties, Edit Properties, Edit Document, Check Out, Compliance Details, Workflows, Alert Me, Send To, and Delete. A red arrow points from the text below to the 'Submit to NEMESIS' option in the menu.

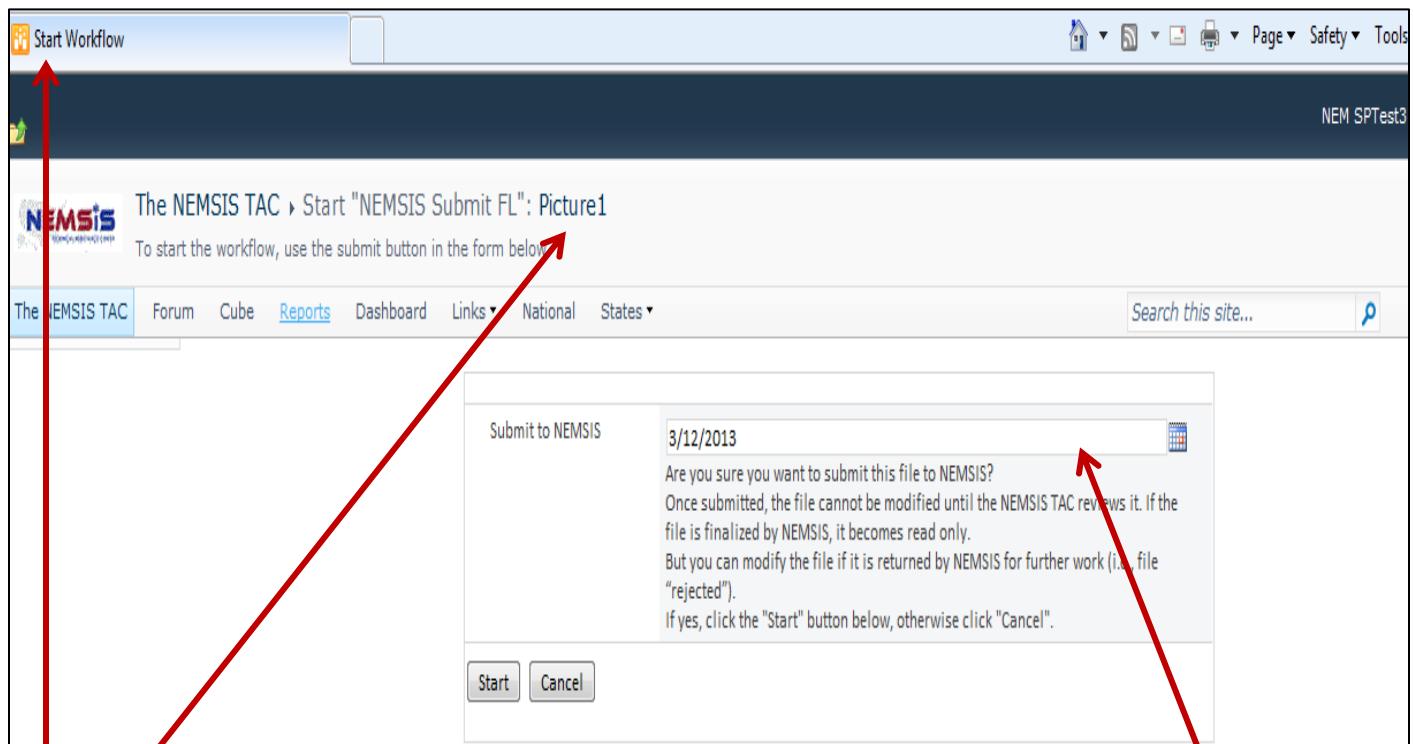
The document that was most recently uploading to SharePoint will have a **NEW** box, next to it. In the NEMESIS Status column, it will also show as a Draft. When the status is still a Draft, the user can make changes to the document. If this is the document you want to submit to NEMESIS, hover the mouse toward the end of the name and an arrow will appear. Click the arrow and the menu options will appear (as shown above).

Menu Options:

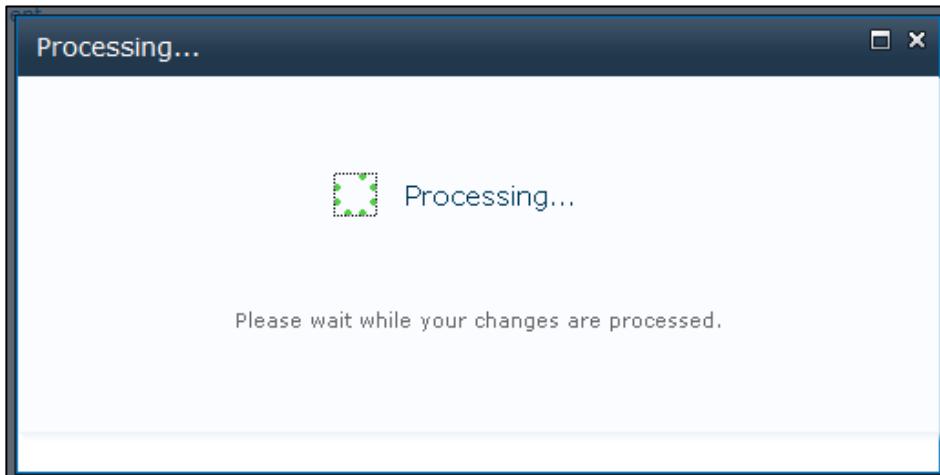
- **Submit to NEMESIS** - Actually submits to NEMESIS for approval.
- **View Properties** - View the properties of the selected document.
- **Edit Properties** - Edit the properties of the selected document.
- **Edit Document** - This description will vary depending on the type document that was uploaded, e.g. Word, Excel, PowerPoint, etc. Open document for editing.
- **Check Out** - “Checking Out” prevents this document from being edited by anyone.
- **Compliance Details** - Determine the retention stage and compliance with organizational policy.
- **Workflows** - Go to the Workflows page to start a new workflow on the selected document or to view the status of a running or completed workflow.
- **Alert Me** - Receive e-mail or mobile notifications when things change.
- **Send To** - Send the document to Other location, E-mail a link, or Download a Copy.
- **Delete Document** - Delete the selected document or documents.

Each Menu option will open a separate box with step-by-step instructions, explore to become familiar.

Submit to NEMESIS

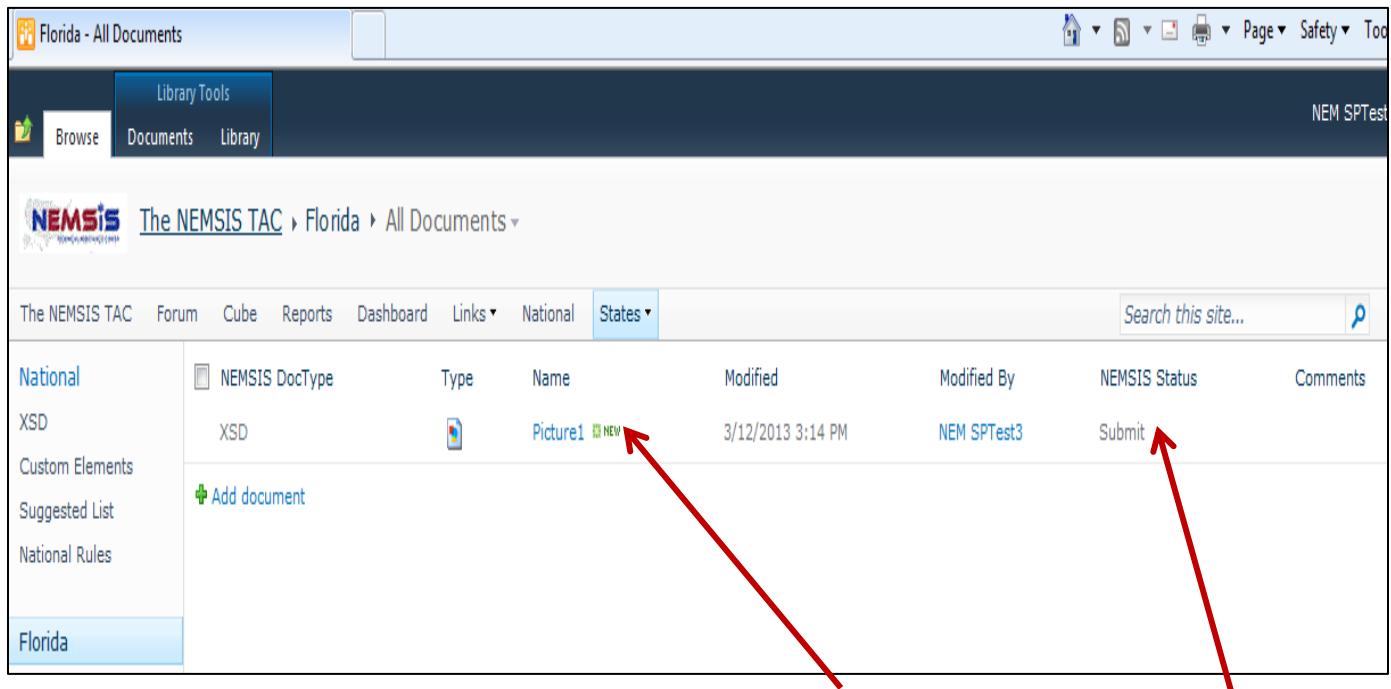


When you click the **Submit to NEMESIS** option you will see an indicator that says **Start Workflow**. Verify the name or title of the document that you want to submit. The date is an automated field and cannot be changed. If you are sure that you want to submit the file, click **Start**.



Briefly you will see the **Processing ...** window open. This step uploads the document to NEMESIS.

Submit to NEMSIS



The screenshot shows the NEMSIS TAC All Documents page. The left sidebar has links for National, XSD, Custom Elements, Suggested List, National Rules, and Florida. The main content area shows a table with columns: DocType, Type, Name, Modified, Modified By, NEMSIS Status, and Comments. A row is selected for 'Picture1'. A red arrow points to the 'NEW' status indicator next to the document name. Another red arrow points to the 'Submit' status in the NEMSIS Status column.

	DocType	Type	Name	Modified	Modified By	NEMSIS Status	Comments
National	NEMSIS DocType	XSD	Picture1 NEW	3/12/2013 3:14 PM	NEM SPTest3	Submit	
			Add document				

The document that was submitted to NEMSIS will still have a NEW box, and in the NEMSIS Status column, it will also show as a Submit. The document cannot be submitted twice or an error message will appear.

Email Notification of Submission

Once your document has been submitted you will receive an email confirmation from the administrator at The NEMSIS TAC. The email will indicate the state, status, and type of document submitted. The document will become Read Only. Below are a few examples:

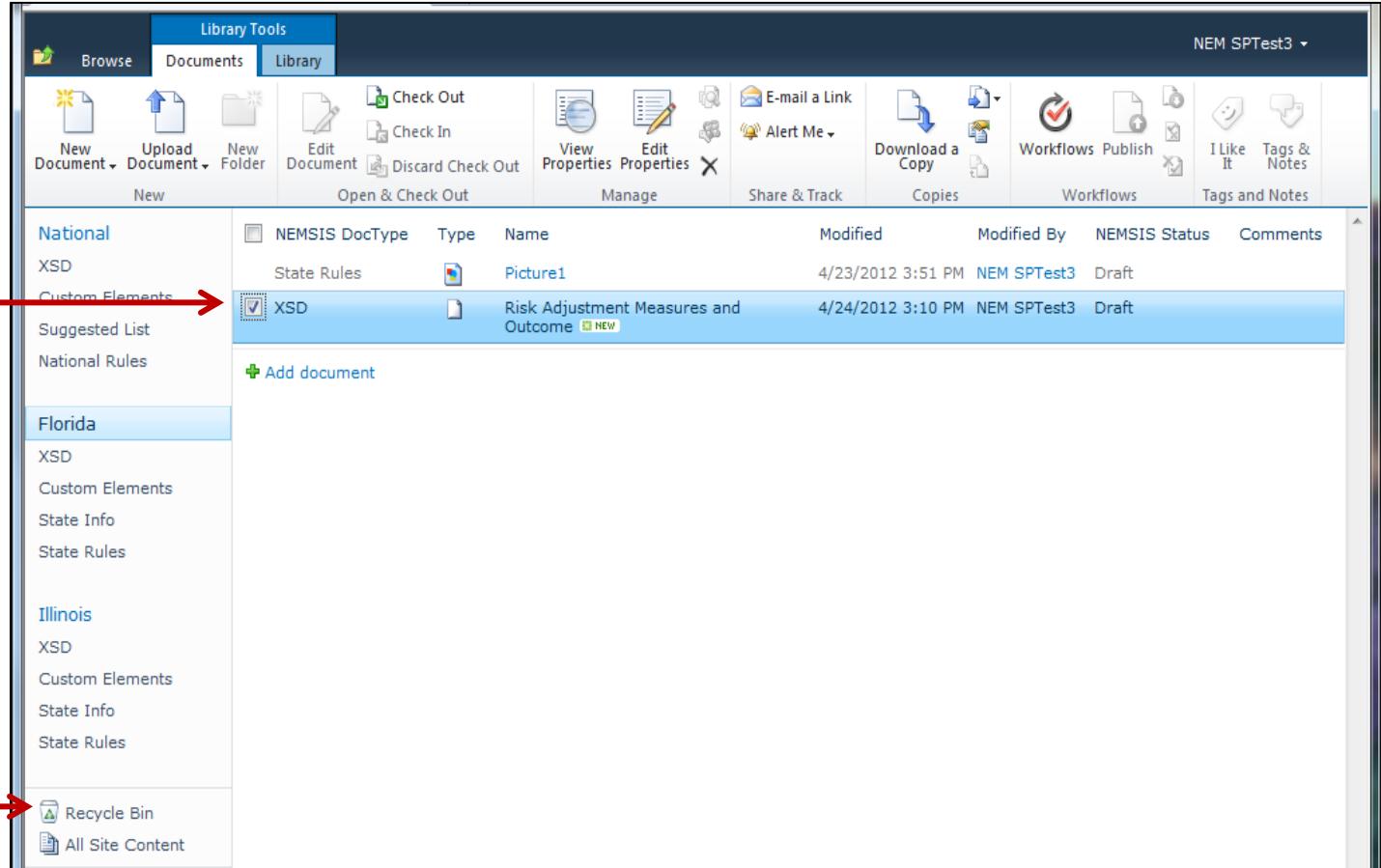
Approval Workflow Task (en-US) – FL started on Picture1 (name of the document submitted).

When a document is rejected the user will get an email stating that the document is rejected with the NEMSIS TAC Administrator's comments.

When the document is approved, the creator of the document, and others state users who modified the document, will all receive an email from the NEMSIS TAC Administrator.

When a document has been approved and published it will be made available to the EMS public on the NEMSIS website in the appropriate location. The information will be accessible in the final formatting. Where appropriate the document may be published as a PDF, whereas other documents will be in XML format, or spreadsheets. The goal of the publicly accessible website, without credentials, is to have one site that everyone across the nation can access. This will assist in maintaining the NEMSIS standard and formatting of documents as well as provide the software development companies a single source to access state requirements.

Recycle Bin

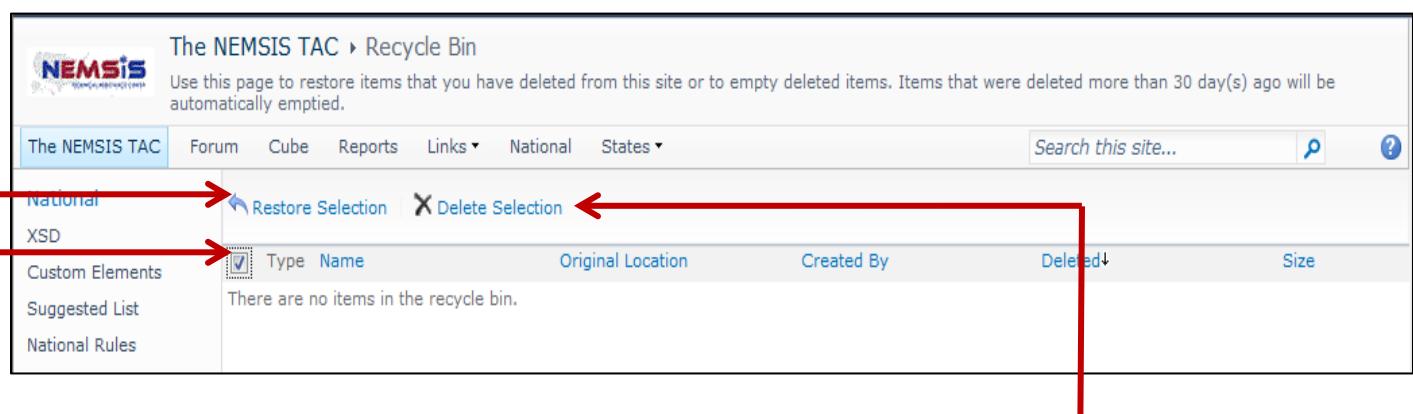


The screenshot shows the SharePoint Library Tools - Documents page. On the left, a navigation pane lists categories: National (XSD, Custom Elements, Suggested List, National Rules), Florida (XSD, Custom Elements, State Info, State Rules), Illinois (XSD, Custom Elements, State Info, State Rules), and a Recycle Bin link. A red box highlights the Recycle Bin link, and a red arrow points to it. Another red box highlights the 'Recycle Bin' section in the main content area, and a red arrow points to the 'Recycle Bin' link. The main content area displays a table of deleted items:

National	Type	Name	Modified	Modified By	NEMSIS Status	Comments
XSD	State Rules	Picture1	4/23/2012 3:51 PM	NEM SPTest3	Draft	
Custom Elements	<input checked="" type="checkbox"/> XSD	Risk Adjustment Measures and Outcome <small>NEW</small>	4/24/2012 3:10 PM	NEM SPTest3	Draft	

[Add document](#)

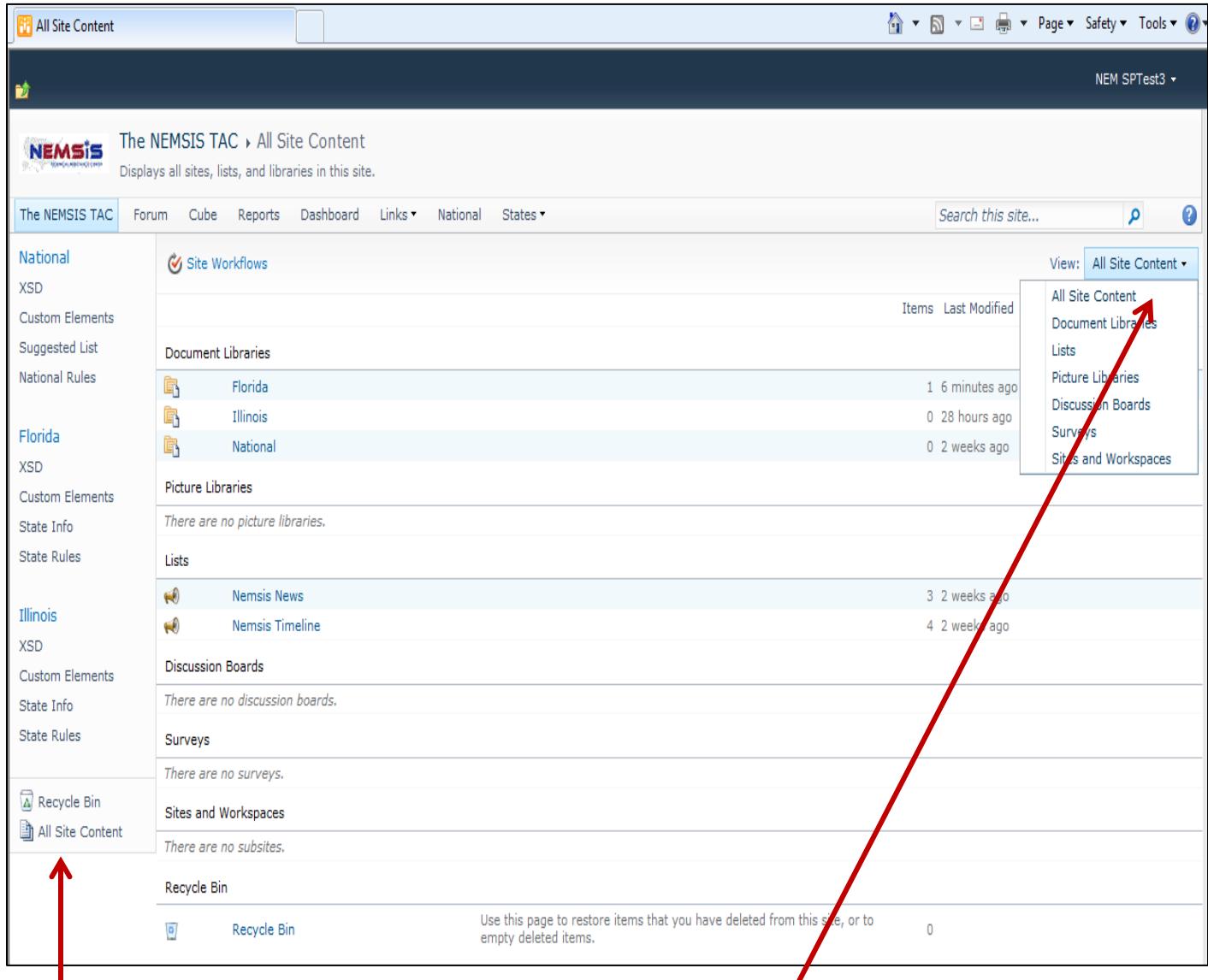
To delete a document, click the box next to the **NEMSIS DocType**, once the check appears in the box, click the **Recycle Bin**. The document will no longer appear in Library Tools, Documents. To see all deleted documents, click the **Recycle Bin**.



The screenshot shows the NEMSIS TAC Recycle Bin page. The left navigation pane lists National, XSD, Custom Elements, Suggested List, and National Rules. A red box highlights the 'National' link, and a red arrow points to it. The main content area shows a table with the following columns: Type, Name, Original Location, Created By, Deleted (with a downward arrow), and Size. A red box highlights the 'Deleted' column header, and a red arrow points to it. The table shows the message: 'There are no items in the recycle bin.' A red box highlights the 'Delete Selection' link, and a red arrow points to it. A red box highlights the 'Restore Selection' link, and a red arrow points to it.

To restore items that you have deleted, click the box next to Type Name, and click **Restore Selection**. Also, to empty deleted items, click the box next to the name and click **Delete Selection**.

All Site Content



The NEM SPTest3 site's 'All Site Content' page. The left navigation pane shows categories for National, Florida, and Illinois. The main content area displays a list of document libraries (Florida, Illinois, National), lists (Nemsis News, Nemsis Timeline), and discussion boards. A context menu is open over the list of document libraries, with 'All Site Content' highlighted. A red arrow points from the 'All Site Content' link in the ribbon to the 'All Site Content' item in the context menu.

The NEM SPTest3 site's 'All Site Content' page. The left navigation pane shows categories for National, Florida, and Illinois. The main content area displays a list of document libraries (Florida, Illinois, National), lists (Nemsis News, Nemsis Timeline), and discussion boards. A context menu is open over the list of document libraries, with 'All Site Content' highlighted. A red arrow points from the 'All Site Content' link in the ribbon to the 'All Site Content' item in the context menu.

View: All Site Content

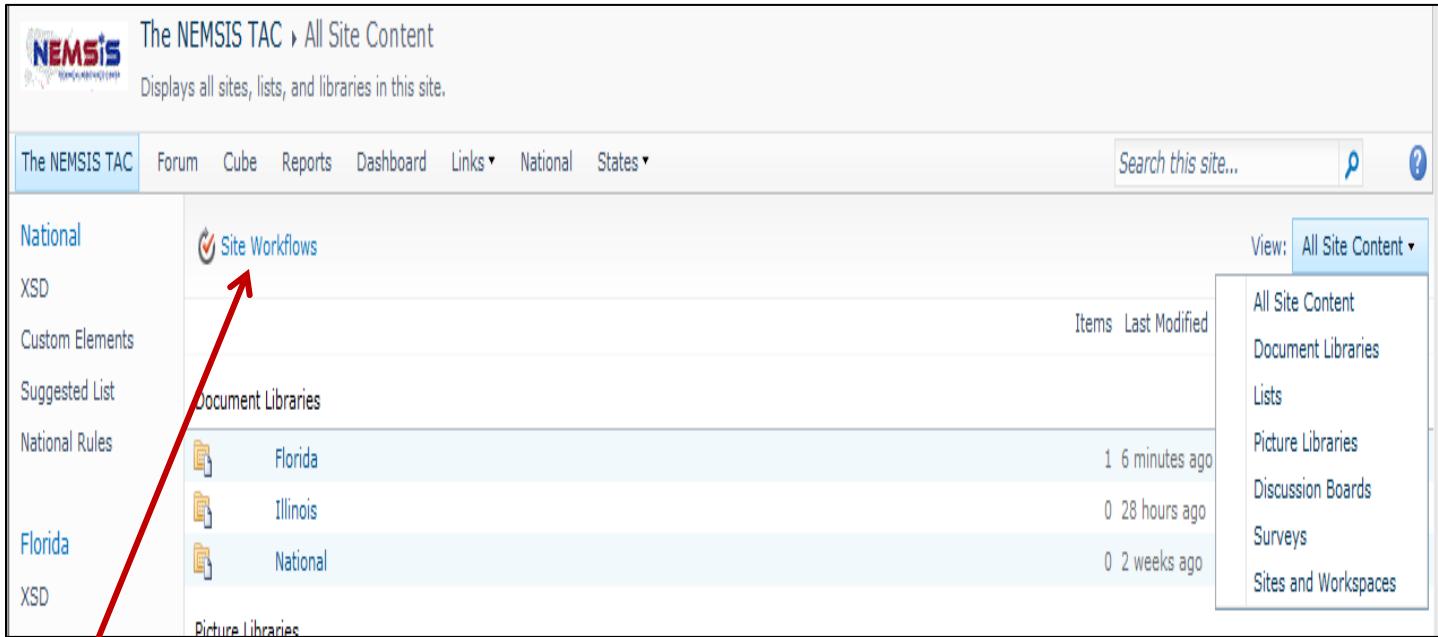
- All Site Content
- Document Libraries
- Lists
- Picture Libraries
- Discussion Boards
- Surveys
- Sites and Workspaces

From any page of the SharePoint site, you can click [All Site Content](#) to view all the documents submitted for your state. Documents can be viewed and categorized by:

- **All Site Content**
- **Documents Libraries**
- **Picture Libraries**
- **Discussion Boards**
- **Surveys**
- **Sites and Workspaces**

Site Workflow

(Provided for informational purpose ONLY, this page cannot be manipulated)



The NEMESIS TAC > All Site Content

Displays all sites, lists, and libraries in this site.

The NEMESIS TAC Forum Cube Reports Dashboard Links National States Search this site... View: All Site Content

National

- XSD
- Custom Elements
- Suggested List
- National Rules
- Florida
- XSD

Site Workflows

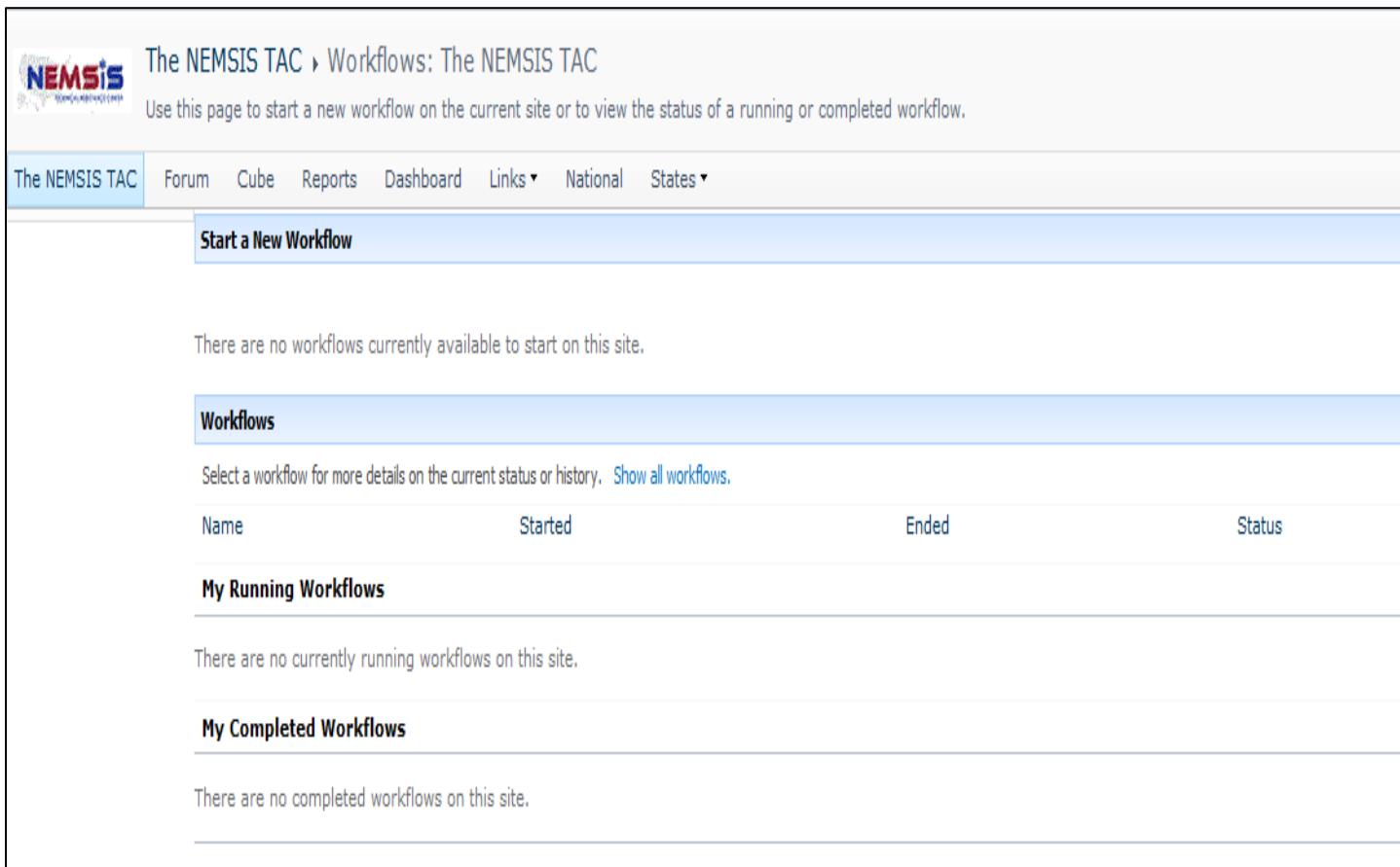
Document Libraries

	Items	Last Modified
Florida	1	6 minutes ago
Illinois	0	28 hours ago
National	0	2 weeks ago

Picture Libraries

All Site Content Document Libraries Lists Picture Libraries Discussion Boards Surveys Sites and Workspaces

Click on [Site Workflows](#) to review the progression or status of a particular document. You can only view the workflow reports from the [All Site Content](#) option. The screen will look similar to the one below.



The NEMESIS TAC > Workflows: The NEMESIS TAC

Use this page to start a new workflow on the current site or to view the status of a running or completed workflow.

The NEMESIS TAC Forum Cube Reports Dashboard Links National States

Start a New Workflow

There are no workflows currently available to start on this site.

Workflows

Select a workflow for more details on the current status or history. [Show all workflows](#).

Name	Started	Ended	Status
------	---------	-------	--------

My Running Workflows

There are no currently running workflows on this site.

My Completed Workflows

There are no completed workflows on this site.

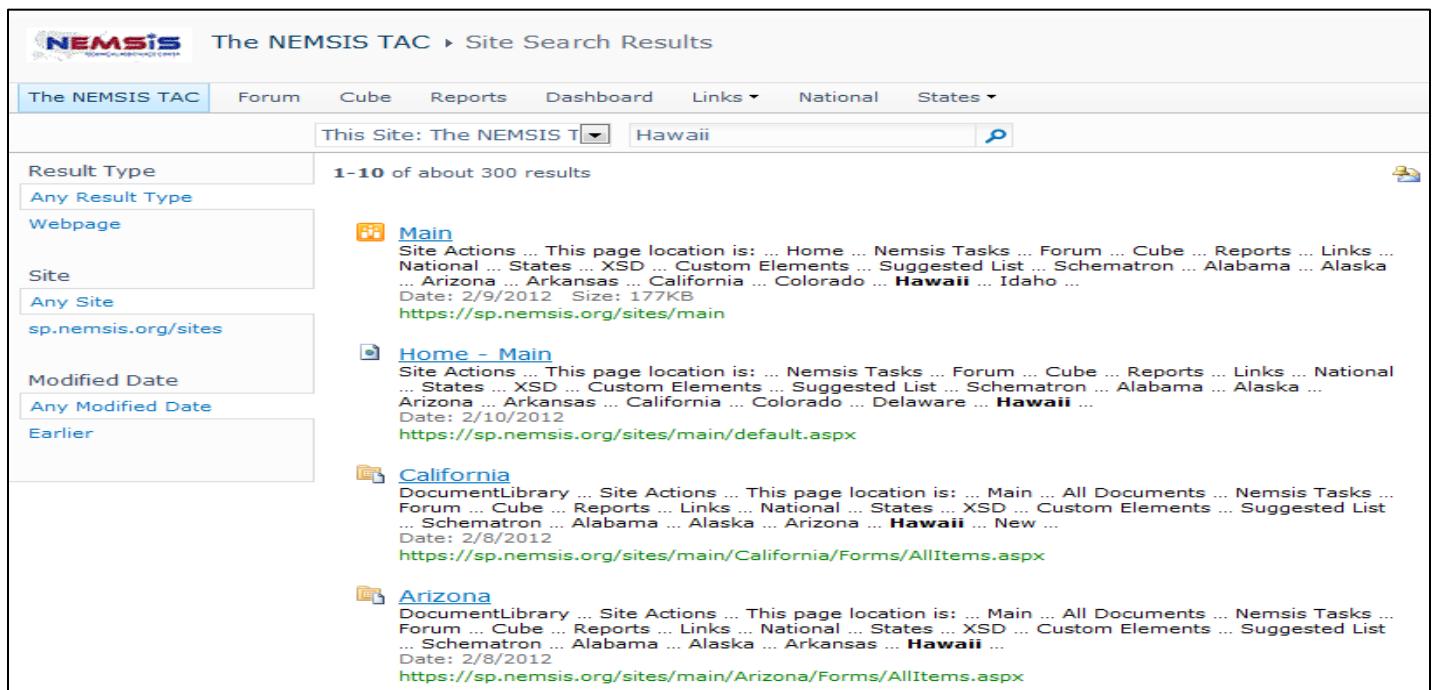
Search Feature



The screenshot shows the homepage of The NEMESIS TAC. At the top, there are two tabs: 'Browse' and 'Page'. The 'Page' tab is selected. In the top right corner, it says 'NEM SPTest3'. Below the tabs, the NEMESIS logo is on the left, followed by 'The NEMESIS TAC' and a 'Home' link. The main menu bar includes 'Forum', 'Cube', 'Reports', 'Dashboard', 'Links', 'National', and 'States'. To the right of the menu is a search bar with the text 'Hawaii' and a magnifying glass icon. A red arrow points to the magnifying glass icon.

On the Home, National, and State pages there is a *Search this site...* box. Type what you are looking for and click the search icon. Wait a few minutes for the search to complete. It is recommended to search for documents within your state accessibility.

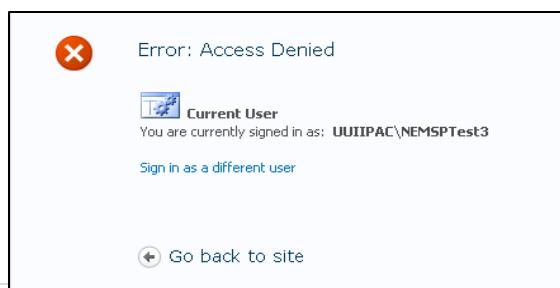
Search Results



The screenshot shows the 'Site Search Results' page. The top navigation bar includes 'Forum', 'Cube', 'Reports', 'Dashboard', 'Links', 'National', and 'States'. Below the navigation is a search bar with 'This Site: The NEMESIS TAC' dropdown set to 'Hawaii' and a magnifying glass icon. To the left, there are search filters: 'Result Type' (set to 'Any Result Type'), 'Webpage', 'Site' (set to 'sp.nemesis.org/sites'), and 'Modified Date' (set to 'Earlier'). The search results are listed as follows:

- Main**
Site Actions ... This page location is: ... Home ... Nemsis Tasks ... Forum ... Cube ... Reports ... Links ... National ... States ... XSD ... Custom Elements ... Suggested List ... Schematron ... Alabama ... Alaska ... Arizona ... Arkansas ... California ... Colorado ... **Hawaii** ... Idaho ... Date: 2/9/2012 Size: 177KB
<https://sp.nemesis.org/sites/main>
- Home - Main**
Site Actions ... This page location is: ... Nemsis Tasks ... Forum ... Cube ... Reports ... Links ... National ... States ... XSD ... Custom Elements ... Suggested List ... Schematron ... Alabama ... Alaska ... Arizona ... Arkansas ... California ... Colorado ... Delaware ... **Hawaii** ... Date: 2/10/2012
<https://sp.nemesis.org/sites/main/default.aspx>
- California**
DocumentLibrary ... Site Actions ... This page location is: ... Main ... All Documents ... Nemsis Tasks ... Forum ... Cube ... Reports ... Links ... National ... States ... XSD ... Custom Elements ... Suggested List ... Schematron ... Alabama ... Alaska ... Arizona ... **Hawaii** ... New ... Date: 2/8/2012
<https://sp.nemesis.org/sites/main/California/Forms/AllItems.aspx>
- Arizona**
DocumentLibrary ... Site Actions ... This page location is: ... Main ... All Documents ... Nemsis Tasks ... Forum ... Cube ... Reports ... Links ... National ... States ... XSD ... Custom Elements ... Suggested List ... Schematron ... Alabama ... Alaska ... Arkansas ... **Hawaii** ... Date: 2/8/2012
<https://sp.nemesis.org/sites/main/Arizona/Forms/AllItems.aspx>

The search returned 300 results however, not all information will be available to the user because of access rights. Although Arizona appears under California and other NEMESIS general information users will only be able to access documents for their own state. If one attempts to access information for another state for which rights are not allowed the user will get the following error message.



The screenshot shows an error message box with a red 'X' icon. The text inside the box is as follows:

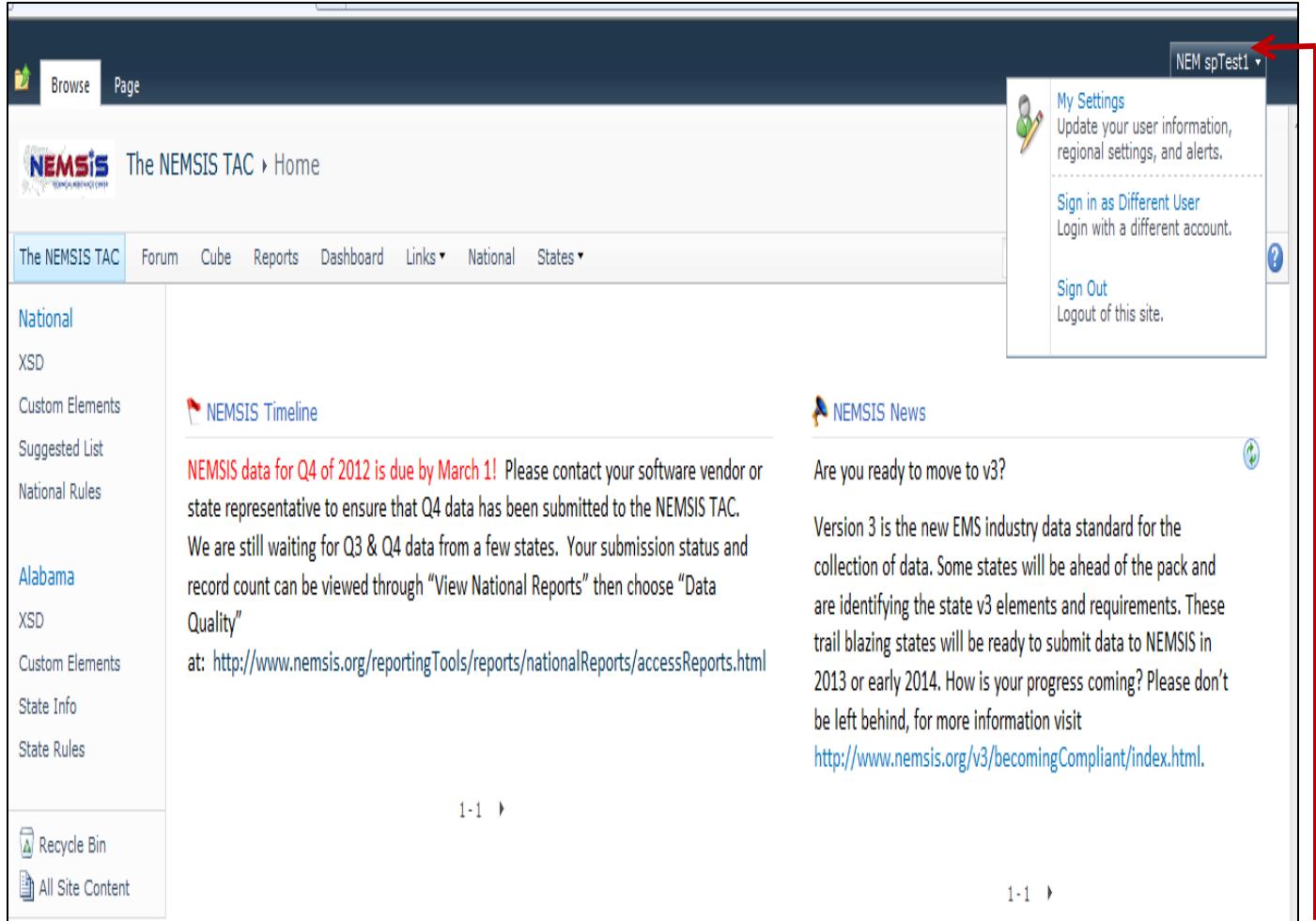
Error: Access Denied

 Current User
You are currently signed in as: UUIIPAC\NEMSPTest3

[Sign in as a different user](#)

[Go back to site](#)

Log Off SharePoint



The screenshot shows a SharePoint page for 'The NEMESIS TAC' site. At the top right, the user name 'NEM spTest1' is displayed with a dropdown arrow. A red arrow points to this user name. The dropdown menu contains three options: 'My Settings' (with a pencil icon), 'Sign in as Different User' (with a person icon), and 'Sign Out' (with a sign-out icon). The page content includes a 'NEMESIS Timeline' section with a message about Q4 data submission due by March 1, and a 'NEMESIS News' section about moving to version 3.

NEM spTest1

My Settings
Update your user information, regional settings, and alerts.

Sign in as Different User
Login with a different account.

Sign Out
Logout of this site.

NEMESIS Timeline

NEMESIS data for Q4 of 2012 is due by March 1! Please contact your software vendor or state representative to ensure that Q4 data has been submitted to the NEMESIS TAC. We are still waiting for Q3 & Q4 data from a few states. Your submission status and record count can be viewed through "View National Reports" then choose "Data Quality" at: <http://www.nemesis.org/reportingTools/reports/nationalReports/accessReports.html>

NEMESIS News

Are you ready to move to v3? Version 3 is the new EMS industry data standard for the collection of data. Some states will be ahead of the pack and are identifying the state v3 elements and requirements. These trail blazing states will be ready to submit data to NEMESIS in 2013 or early 2014. How is your progress coming? Please don't be left behind, for more information visit <http://www.nemesis.org/v3/becomingCompliant/index.html>.

Click the arrow under your user name and the following options will appear:

- **My Settings** - Update your user information, regional settings, and alerts.
- **Sign In as Different User** - Login with a different account.
- **Sign Out** - Logout of this site.